



## Northern Education Trust – Job Description

<b>Job Title:</b>	Finance & Business Assistant		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Business Manager	<b>Grade:</b>	SCP 11-13
<b>Service responsibility:</b>		<b>Salary:</b>	£15, 807 - £16, 491 (FTE)
<b>Additional:</b>	Some travel may be required across NET sites.	<b>Term:</b>	37 hours per week, whole time.

### JOB PURPOSE

- To provide financial support to the Academy and Trust
- To provide administrative support within the Academy and across the Trust
- To ensure that financial resources are managed in-line with Education and Skills Funding Agency (ESFA) requirements i.e. Value for Money (VfM) plus probity, regularity and compliance.

### JOB SUMMARY

1. Supporting the Trust finance teams to co-ordinate the purchase of goods and supplies, ensuring that the Academy obtains best value for money from suppliers and contractors.
2. Manage the processing of all insurance claims, from claim to settlement using the Trusts Insurance Broker.
3. Work with the central finance team to raise purchase orders, make / receive payments and distribute remittance advice information to suppliers. This includes checking and maintaining stocks.
4. Support the internal and external audit process
5. Deal with queries regarding supplier and budget account holders, liaising with Heads of Faculty/Dept. and external suppliers.
6. Organise, confirm and hire transport for Academy visits and sports fixtures.
7. Organise, confirm and book all business travel and accommodation needs for staff taking part in training, meetings and staff development,
8. Manage the administration of lettings and petty cash.
9. General administrative/financial duties including data inputting specific to the Finance Department.
10. Maintain the office photocopier, logging maintenance calls and ordering replacement toners.
11. Manage the process for student's services (i.e. lockers, trips etc.) and confiscated items, including recording and signing back to a parent.
12. Administer and audit the Academy postal system, ensuring post is recorded appropriately.
13. Prepare all monies for banking and liaise with the security company regarding regular

collection of these.

14. To cover academy reception areas and support in managing meetings and events
15. Support the Academy Principals PA as required at training, meetings and events
16. Work with site staff to support and assist in goods deliveries and receipting.
17. Transactional HR, Property and ICT duties including support in areas such as absence management, recruitment, payroll, incident reporting and risk assessment
18. To work with other academies to offer support when staff are absent or training / events are being planned and delivered.
19. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
20. To comply with the Academy Policies and procedures at all times.
21. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## GENERAL

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....