



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Business Support Partner  
**REPORTS TO:** Director  
**SALARY:** To be negotiated - term time only  
**HOURS:** 0.5 FTE hours/days to be negotiated

Please note we do not permit staff to take time off during term time.

**Location:** Newton Aycliffe

### **PURPOSE OF POST:**

- To support the Directors with all financial transactions associated with the business, including sales and purchase ledger, bank reconciliation, staff expenses etc. in line with agreed policies and procedures and using Sage accounting software.
- To maintain high levels of data security and confidentiality at all times.
- Support with the procurement of key supplies and services for the business including supporting the management of contracts such as photocopying, mobile phones, insurance etc.

### **KEY OUTCOMES**

The post holder will be expected to achieve the following outcomes.

- Provide efficient finance and administration assistance to the business using Sage financial management systems alongside Excel spreadsheets as required.
- Support the business in ensuring accurate financial records are created and maintained.
- Support the business in ensuring that financial transactions are carried out in an appropriate manner and that the financial regulations and policies are followed, including all arrangements for VAT.
- Assist in transferring data safely when database systems are introduced and/or changed.
- Assist in the setting up and maintaining of archive files and historical data.

- Assist in the preparation of statistics and management information with regard to finance as required by the Directors.
- Assist in the collection, entry and extraction of data required to complete company returns.
- Process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.
- Process payments following required authorisation and ensure payments are authorised in accordance with company policy.
- Manage credit card payments ensuring required receipts and signatories are obtained for all purchases.
- Ensure the safe receipt, handling and banking of monies and cheques received.
- Assist with specific aspects of payroll and pensions administration within the relevant deadlines as required by the Directors
- With guidance, support financial monitoring by producing reports and spread sheets to assist the Directors e.g Aged debtors.
- Ensure that processes to support the production of monthly management accounts are fully in place.
- Research and plan new systems and procedures for financial processes.
- Support the Directors in ensuring that the financial year is closed down in a timely and accurate manner.
- Maintain asset registers for company equipment and undertake a termly check.
- Support the Directors in procuring services and undertaking financial evaluations to secure value for money
- Establish and maintain effective, collaborative, dynamic relationships with all of our schools and academies to support the business.
- Actively seek out feedback in order to maintain positive relationships and professional credibility.
- Be responsible for leading your own work, with support and supervision, proactively dealing with your workload in a creative and flexible working environment.
- Work collaboratively with the other team members across the business.

## **OTHER DUTIES**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Given the dynamic nature of the role and structure of Avec, it must be accepted that, as the Company's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

***The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time.***

Avec is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



	<b>Criteria</b>	<b>Essential / Desirable</b>	<b>Key</b>
<b>Education and Qualifications</b>	Relevant Finance Qualification and/or Experience e.g. AAT or minimum of three years experience in a finance environment.	E	AF
	GCSE English and Maths Grade C+ or equivalent	E	AF
<b>Work Experience</b>	Minimum of 3 years experience in a relevant field	E	AF/I
	Experience of working in the SME sector	E	AF/I
	Experience of dealing with a wide range of people in a diplomatic and professional manner	E	AF/I
	Experience of dealing with financial transactions e.g. petty cash, invoice processing, sales order processing	E	AF/I
	Experience of producing budgets	D	AF/I

<b>Knowledge and Skills</b>	Up to date knowledge of the education sector	D	AF/I
	Effective written and verbal communication and presentation skills.	E	AF/I
	Effective IT skills, using technology to enhance the service provided to our customers.	E	AF/I
	Working knowledge of Sage and Excel	E	AF/I
	Ability to assist with the production of accurate records and reports as required	E	AF
	Ability to show sensitivity and objectivity in dealing with confidential issues	E	AF/I
	Personal effectiveness – excellent organisational skills, ability to prioritise and manage workload proactively	E	AF
	Ability to seek out, manage and influence opportunities for continuous improvement and change	E	AF/I
	Ability to ensure that the highest standards of quality and customer care are achieved	E	AF
	Ability to analyse written and financial information highlighting variances and trends	E	I

<b>Other Requirements</b>	Ability to work flexibly during school term times	E	AF/I
	A commitment to working as part of the Avec team and supporting the vision and aims of the company	E	AF
	Flexibility to work a small amount of weekend working if required	E	AF
	Ability to travel independently.	D	AF
	Suitability to work within the education environment	E	D

**Key:**

**AF** – Application Form      **C** – Certificates      **I** – Interview      **D** - Disclosure