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Brighter Futures Learning

Partnership Trust

**APPLICATION INFORMATION**

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Job Description

Job Description

**JOB TITLE: Finance Assistant**

**BAND: Grade 5, Scale points 4-6**

**RESPONSIBLE TO: Finance Manager**

**Job Purpose**

The post holder will assist the Finance Manager in the processing of financial transactions for Hungerhill School and Trust Schools as required. This will include processing purchase orders and invoices through the school finance system in line with the Trust Financial Management Policy and Scheme of Delegation.

**Duties and Responsibilities**

Ensuring accurate financial data is entered and maintained on the school finance system under the direction of the Finance Manager.

Duties will include:

* Inputting purchase orders on to the school finance system
* Inputting purchase invoices on to the school finance system
* Assisting the Finance Manager in obtaining invoice approval/payment authorisation from the relevant budget holder
* Assisting with monitoring and recording petty cash transactions
* Assisting with the administration of the school online payment system
* Assisting with monitoring and reconciling catering transactions and balances
* Assisting with recording and monitoring lettings
* Assisting with recording and monitoring bank transactions
* Dealing with general financial enquiries from staff and outside bodies
* To provide support to Trust schools where necessary
* Participate in training and other learning activities and performance development as required
* To undertake such other duties commensurate with the grading of the post as requested by the Headteacher/Finance Manager/CFO

**Other Responsibilities:**

* Play a full part in the life of the Trust community, and support its distinct ethos
* Follow and actively promote the Trust’s policies and procedures
* Comply with the Trust Health and Safety Policy and undertake risk assessments as appropriate.

**Personal Development:**

* Actively pursue own personal and professional development.
* Attend courses that will further the candidate’s knowledge in a school-based area with attention to the candidate’s chosen path.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.**

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Person Specification

**JOB TITLE:** Finance Assistant

**BAND:** Grade 5, scale points 4-6

**RESPONSIBLE TO:** Finance Manager

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| * Recent experience of working financial environment * Experience of computerised systems * Experience of Microsoft office – word/excel * Understanding of sound financial practices and processes * Understanding of the principles of Best Value * Knowledge of issues relating to the safeguarding and welfare of children |  |  |
| **Qualifications** | **Essential** | **Desirable** |
| GCSE C or equivalent including English and Maths  * Literate * Numerate * Full current UK driving licence |  |  |
| **Personal qualities** | **Essential** | **Desirable** |
| **Personal qualities:**   * Willingness to learn new skills * Willingness and adaptability in tackling the variety of tasks arising in a school environment * Excellent time management skills * Confident and well organised * Enthusiastic and energetic * Used to working to deadlines * The ability to use your initiative, and to work as part of a team * The ability to be accurate and methodical * Comfortable working with children and adults * Good communication skills. * Desire to develop oneself further and a willingness to support others develop themselves. |  |  |

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**How to Apply**

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form **(CV’s will not be accepted for this post)** and add a concise letter of no more than two sides of A4 addressing the following:

* why you are applying for this position
* how your experience to date will enable you to successfully take on the role.

Closing date for applications is 9 am 6 May 2024

Interviews will be held 8 May 2024

**\*Please note that if you have not been contacted by 4pm 7 May 2024 you have not been shortlisted for interview.**

**Good luck with your application**

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