

Amethyst Academies Trust
Job Description

Finance Assistant

Reports to:	Chief Finance Officer
Contract Type:	Permanent, 25 hours per week, Term Time Only + 3 weeks (Monday to Friday, 5 Hours per day)
Location:	Telford Park School – Grange Avenue, Telford TF3 1FA
Salary:	NJC Scale Grade 4, SCP 7–11 (£27,274 – £29,071 FTE £17,070 – £18195 pro rata)
Main Purpose:	To provide high-quality financial and administrative support ensuring all transactions are processed accurately, efficiently and in line with Trust financial regulations, DFE requirements and audit standards.
Main Activities:	Key Responsibilities 1. Financial Processing and Controls - Process purchase orders, invoices, expense claims and credit card transactions in a timely and accurate manner using Trust systems (e.g. Xero, ApprovalMax). - Ensure all expenditure is supported by approved requisitions and appropriate authorisation levels in line with the Trust's Financial Regulations. - Maintain accurate records for all transactions, ensuring a clear and auditable trail through proper scanning and filing of documentation. - Support the verification and reconciliation of credit card transactions prior to final review. 2. Procurement and Supplier Management - Liaise with staff and suppliers to resolve order, invoice and delivery queries promptly. - Maintain accurate supplier records, including verifying bank details directly with suppliers in line with fraud prevention controls. - Support the procurement process by ensuring compliance with Trust purchasing procedures and value-for-money principles. 3. Budget Monitoring and Reporting - Provide routine budget updates to budget holders to support effective financial management. - Assist with monitoring outstanding purchase orders and commitments as part of month-end processes. - Highlight discrepancies or issues to the Chief Finance Officer for review. 4. Income Processing and Debtors - Support the administration of income, including online payments, refunds and reconciliation of cash receipts. - Assist with the preparation of bankings and recording of income transactions. - Contact parents and other debtors regarding outstanding balances in line with Trust policies.

	5. Month-End and Finance Operations - Assist in month-end procedures including review of open orders, journals and data accuracy. - Prepare supporting documentation for financial records to ensure compliance with internal and external audit requirements. - Contribute to the accurate and timely completion of financial records across the Trust. 6. Compliance, Audit and Governance - Ensure full compliance with the Trust's Financial Regulations Manual, DFE guidance and internal policies. - Support internal and external audits by maintaining appropriate documentation and responding to queries. - Adhere to policies on GDPR, safeguarding, health and safety and financial governance. 7. Administrative and Team Support - Provide general administrative support to the finance function including filing, scanning and correspondence. - Work flexibly across Trust schools and provide cover for finance colleagues where required. - Support the wider finance team as directed.
General:	General Responsibilities - The duties in this document are not exhaustive of responsibilities - Carry out duties in accordance with Trust health and safety policies - Ensure GDPR protocols are adhered to - Carry out other appropriate duties commensurate with the grade of the post - Comply with policies relating to child protection, safeguarding, health, safety, confidentiality and data protection - Support equality of opportunity and celebrate diversity - Contribute to the overall ethos and aims of the Trust - Build and maintain effective relationships with stakeholders - Attend and participate in relevant meetings, training and professional development Safeguarding Responsibilities - Demonstrate a clear commitment to safeguarding and promoting the welfare of children - Act in accordance with statutory safeguarding guidance and Trust policy - Maintain confidentiality while ensuring appropriate information sharing - Undertake required safeguarding training
Professional Expectations	- Model the Trust's values in all interactions and decisions - Maintain the highest standards of professionalism and integrity - Demonstrate strong professional judgement and discretion - Work flexibly across multiple sites. - Engage in continuous professional development

Person Specification

Finance Assistant

Essential	Desirable	Measured by
		Application Form

Hold, working towards and willing to gain a recognised AAT qualification Experience of working in a busy finance environment Strong IT skills, including Microsoft Excel and financial systems Understanding of basic financial controls and procedures Ability to maintain accurate records and ensure a robust audit trail Good understanding of confidentiality and data protection requirements High level of accuracy and attention to detail Well organised with the ability to prioritise and meet deadlines Proactive, reliable and self-motivated Strong communication skills with the ability to engage professionally with staff, pupils and parents Ability to work independently and as part of a collaborative team Flexible and adaptable approach to working across multiple sites	Experience of financial processing (e.g. purchase ledger, income, reconciliation) Experience in a school or academy trust setting Knowledge of accounting systems (e.g. Xero, ApprovalMax), approval workflows and database systems	Certificate Check Interview
This post is exempt from the Rehabilitation of Offenders Act 1974. Enhanced DBS required prior to appointment.		DBS Disclosure

Amethyst Academies Trust Values

The postholder will embody and promote the Trust's values by:

- Putting children and families at the heart of all decisions
- Acting with integrity, honesty and moral purpose
- Demonstrating compassion, respect and inclusion
- Pursuing excellence through high expectations and continuous improvement
- Working collaboratively as part of a strong family of schools
- Building professional and trusting relationships with Headteachers, Senior leaders and other school colleagues
- Taking responsibility and showing courage in the best interests of pupils

This job description is not exhaustive and may be amended in consultation with the postholder to reflect evolving Trust priorities.