



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

JOB DESCRIPTION

Post	Finance and Administration Assistant
Responsible to	Business Manager and Office Manager

General Responsibilities

- Model our Trusts core values of Inspire, Include, Integrity, Exceed and uphold the overall vision, mission and ethos of Exceed Learning Partnership
- Recognise your own strengths and areas of expertise and use these to inspire and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies, at all times.
- To assist with the development of policies and procedures as may be required outside your own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce and respond to complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance appraisal as required
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the nature of the post as directed by the Line Manager

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



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Administration and Accounting of Academy Finance

- ❖ Ensure the procurement of goods is carried out in accordance with the Trust Finance policy
- ❖ Assist the Business Manager in preparation of the annual accounts for income and expenditure
- ❖ Support the Business Manager with producing financial returns to the Trust, Governing Body, Audit and other agencies within the statutory deadlines
- ❖ Monitor the best value purchase for all supplies and services to ensure the effective use of resources
- ❖ Liaising with external agencies on all queries/ issues financial
- ❖ Ensure all finance policies and procedures are followed throughout the year to assist with the year-end close down
- ❖ Monitor budgets in relation to purchasing
- ❖ Identify overspends and report to the Academy Business Manager
- ❖ Work with the Academy Business Manager to prepare for audit inspections
- ❖ Submit accurate records for analysis and be prepared to discuss and explain entries and queries
- ❖ Ensure all banking entries are up to date
- ❖ To undertake responsibility for the day-to-day administration of the academy's financial system including: - ordering of goods/receiving goods/banking income/liase with insurers regarding claims as required

Administration support

- ❖ Processing of letters and information to stakeholders including parents and external agencies
- ❖ Input of information to the academy Management information system (MIS)
- ❖ Supporting in the administration relating to additional pay claim forms
- ❖ Word processing
- ❖ Collection and internal distribution of e-mails
- ❖ Photocopying
- ❖ Collating pupil meal numbers and monitor parent pay income for school meals
- ❖ Signing pupils in and out and completing late register

Communications

- ❖ Handling Reception matters, telephone calls and authorisation and identification checking of visitors in and out of the academy
- ❖ Report illness or accident of pupils to parents
- ❖ Distribution of messages



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Safeguarding Children

It is the responsibility all members of staff to follow the correct safeguarding procedures in the academy.

- ❖ All staff have a duty to attend child protection training every three years
- ❖ All staff have a duty to read and follow the safeguarding policies in the academy
- ❖ To Be trained in Procedures for Safeguarding & Child Protection and ensure that the procedures are applied in all aspects of the role.

All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection.

Health and Safety

- ❖ Be trained in procedures for Health & Safety & First Aid
- ❖ To administer First Aid as agreed in the procedures within the Policy

Equal Opportunities

- ❖ To ensure that all pupils are respected and treated equally at all times
- ❖ Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

Performance Appraisal

- ❖ To set key targets for development
- ❖ To work towards achieving targets for development

Professional Learning

- ❖ To carry out professional learning opportunities
- ❖ To complete all allocated statutory training within the set timescales

Conditions of Employment

- ❖ The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- ❖ The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Governing Board.



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- ❖ To uphold the academy's policy in respect of safeguarding and child protection matters.
- ❖ To be subject to all relevant statutory and institutional requirements.
- ❖ The post holder may be required to perform any other reasonable tasks after consultation.
- ❖ This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- ❖ This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification after consultation with the post-holder.
- ❖ All staff participate in the academy's performance appraisal scheme

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the school commensurate with the grading of the post at the discretion of the Head of School/Business Manager.