

### FINANCE & ADMINISTRATION ASSISTANT

Start: September 2022

Salary: NJC SCP 7 to 11 (£20444 - £22129 pro rata) Actual Salary: £11,815-£12,346

Contract: 25 hours per week (Term Time + 5 days)

Term: Permanent

Enhance Academy Trust is a growing Church of England MAT based in Wakefield and Kirklees. We currently have ten Primary academies and a Post 16 Creative and Performing Arts free school within the Trust.

We are seeking to recruit a **Finance and Administration Assistant** to join our dedicated team and to provide administrative and financial support within our Central Team.

#### Our ideal candidate will:

- Have a professional, calm and friendly approach.
- Have sound administrative and finance ability and excellent skills in the use of Microsoft Office.
- Be motivated, innovative, adaptable and enthusiastic in all aspects of their work.
- Have confidence in using financial and management information systems and an ability to learn new systems and processes quickly.
- Demonstrate excellent interpersonal skills and an ability to communicate effectively with a range of people, including visitors and staff.
- Show initiative and have the capacity to problem solve in a calm and professional manner.

This role will give the successful candidate a great opportunity to develop and progress within Enhance Academy Trust.

Please contact Lisa Hutton, CFO, if you would like further information about the role: [lisa.hutton@enhanceacad.org.uk](mailto:lisa.hutton@enhanceacad.org.uk)

Completed Applications should be returned to the email address above.

We look forward to hearing from you and receiving your completed application.

**Closing Date:** Monday 4<sup>th</sup> July at noon.

## JOB DESCRIPTION

### Financial Administration

- Responsible for the administration and payment of invoices
- Responsible for the administration of income and transfers to each academy
- Help process invoices and journals at any of the Trust's academies
- Help develop effective financial systems that are compliant with government regulations
- Help in the preparation of Trust's year end accounts
- Liaise with the bank in relation to opening and changing existing accounts/purchase cards and signatories
- Help identify and pursue sources of grant funding, including supporting the writing of bids
- Administer BACS runs for all establishments within the Trust.
- Administer the supplier details system, ensuring that new suppliers are set up with verified bank details and that existing supplier details are updated in conjunction with Trust Policy.

### Administration / Organisation

- Arranging meetings and taking minutes of meetings
- Keeping a central file of Trust policies and template documents (such as contracts of employment)
- Maintain the Trust's website
- Arranging meetings with Headteachers and Chairs of Governors, as necessary
- Maintaining and developing the Trust's paper and electronic filing system
- Welcoming visitors to the school, ensuring signing in procedures are followed and arranging refreshments etc.
- Receiving and prioritising incoming telephone calls, dealing with them appropriately
- Opening, sorting and distributing incoming mail in a timely manner.
- Checking emails on a daily basis and distribute information as appropriate.
- Co-ordinate Trust job adverts ensuring that these are placed on the relevant internal and external advertising locations.
- Collate job applications for shortlisting, arrange interview schedules, request references, prepare offer letters and all communication and associated tasks required in relation to the recruitment process.
- Provide administrative support during the staff recruitment process and ensure all necessary pre-employment checks are completed.

### Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues.
- Willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**PERSON SPECIFICATION**

ATTRIBUTES	RELEVANT REQUIREMENTS
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of running a small but busy office.</li> <li>• Excellent IT skills – including word processing, spreadsheets and e-mail.</li> <li>• Knowledge of on-line banking and basic book-keeping.</li> <li>• Knowledge of HR protocols and procedures.</li> <li>• Experience of using a finance software package – HCSS is used by the Trust</li> </ul>
<b>EDUCATION AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or above in English and Maths.</li> <li>• Certificate or Diploma in Business Management, working towards such a qualification, or holding an equivalent qualification.</li> </ul>
<b>GENERAL AND SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Able to arrange and clerk meetings including taking minutes</li> <li>• Appreciation of the need to maintain strictest confidentiality on all matters concerning the Trust.</li> <li>• Knowledge of how schools operate and the key issues facing them.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and contribute to the effective working of the office.</li> <li>• Ability to communicate effectively, sympathetically and confidentially to a wide range of people and organisations.</li> </ul>
<b>OTHER ADDITIONAL FACTORS</b>	<ul style="list-style-type: none"> <li>• Support the ethos of the Trust.</li> <li>• Ability to adapt and be flexible to the needs of the Trust.</li> <li>• Ability to travel and attend some evening meetings.</li> <li>• Commitment to ongoing personal training and development.</li> </ul>