



Fulston Manor School

Post: Trust Finance Assistant

Reports to: Trust Finance Manager

Responsible to: Trust HR & Business Director

Salary: FMAT Band C Point 4 £28,404.00 FTE

Main Purpose:

To work within the Trust Business Team, supporting the robust management of the Trust's finances. The role ensures that financial resources are deployed effectively and efficiently to support the Trust's strategic aims and long-term sustainability.

The postholder will provide finance related support to the Trust HR & Business Director, Trust Finance Manager, and Heads of School, ensuring the professional operation of the Trust's finance function.

The primary responsibilities include, but are not limited to:

Public Funds, Regulatory Compliance and Audit

The postholder will ensure that all financial activity is conducted in accordance with:

- The Academy Trust Handbook
- The Academy's funding agreement
- Fulston Manor Academies Trust financial policies and procedures
- HM Treasury's Managing Public Money principles.

The postholder will support the support the Trust HR & Business Director and Trust Finance Manager with external audit, internal scrutiny visits and other regulatory activity assisting with access to records, explanations and reconciliations in accordance with audit requirements.

Accounts Payable

- Process purchase invoices and reconciling supplier statements in a timely manner in line with the Trust's finance policy.
- Bank Reconciliations including accurate and timely posting of Direct Debit payments and receipts into the bank onto the accounting system.

Financial Strategy, compliance and audit

- Assist the Trust Finance Manager with annual DfE returns and VAT returns in accordance with, DfE and HMRC, within statutory deadlines
- Assisting the Trust Finance Manager with the preparation of schedules regarding end of year account

Wisepay/ParentPay

- Issue logins to all new student and staff starters.
- Manage and be the main contact for Wisepay and ParentPay for the schools in order to set passwords including resets, generating letters to parents, issue refunds and assist with technical and all other queries.

Operational Management

- Bursaries – comply with ESFA guidelines, assess applications for approval, make payments, ensure receipts received, laptops returned in a timely manner

Other duties

Assisting the Trust Finance Team with ad-hoc administrative and financial tasks as required, supporting the effective delivery of day-to-day financial operations with duties such as:

- Processing Purchase Orders
- Accounts Receivable
- Banking
- Fixed Asset Register
- Maintain accurate records of all transactions in line with statutory retention guidelines.
- Keep all accounts filing up to date and archive as necessary.
- Undertake any such other finance related or administrative duties as may reasonably be required to support the effective operation of the school.
- Work in accordance with the Trust's financial regulations, scheme of delegation and related financial policies, supporting regular reviews and updates when required.
- Develop professional expertise to maintain an in-depth understanding of own specialisms to enable the development of new knowledge and understanding within each aspect of the responsibility

Fraud, Irregularity and Whistleblowing

The postholder will remain vigilant to the possibility of fraud, theft, cybercrime or financial irregularity and will report concerns promptly in accordance with the Trust's whistleblowing policy and the Academy Trust Handbook.

<u>CRITERIA</u>	<u>QUALITIES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications and training	• GCSE or equivalent level, including at least a Grade C/5 in English and maths • AAT Level 3 (or equivalent accounting qualification)	X	X
Experience	• Experience within an Education or Academy Trust setting. • Knowledge of public procurement regulations • Working knowledge of PS Financials, Wisepay and ParentPay • Previous experience of working in a busy finance department or team	X	X X X
Skills and knowledge	• Working knowledge of finance systems • Excellent IT skills – Excel and Google Classrooms • Good written and verbal communication skills with the ability to communicate effectively with a wide range of stakeholders • Willingness to undertake training, including updates on changes to the Academy Trust Handbook, financial regulations and public sector finance requirements	X X X X	
Personal qualities	• Capacity to remain calm and cope under pressure • Ability to work to deadlines • A collaborative team player • Maintains confidentiality and can work with discretion at all times • Conscientious, reliable and enthusiastic	X X X X X	