



Fulston Manor School

Post: Trust Finance Assistant

Reports to: Trust Finance Manager

Responsible to: Trust HR & Business Director

Salary: FMAT Band C Point 2 £27,523 FTE

Main Purpose:

To work within the Trust Business Team being responsible for the robust management of the Trust's finances, ensuring that resources are deployed effectively and efficiently to support the Trust's aims and the long-term sustainability of the budget.

To provide support to the Trust HR and Business Director, Trust Finance Manager, Heads of School, on all financial matters as part of the Finance Team.

Budget Preparation and Monitoring

- Monitor the Trust's budgets to ensure the efficient and effective control of income and expenditure, complying with the Trust's financial regulations and public procurement regulations

Operational Management

- Ensure accurate records are kept of all financial transactions that meet statutory retention guidelines
- Trip Reconciliations – liaise with trip administrator to ensure all costs and income meet the requirements as per the Academies Trust Handbook.
- Undertake Intra-company reconciliations on a monthly basis
- Bursaries – comply with ESFA guidelines, assess applications for approval, make payments, ensure receipts received, laptops returned in a timely manner
- Hardship – liaise with parents and arrange requests

Returns and Auditing

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

- Maintain Trust's Fixed Asset Register and ensure capital additions are coded to appropriate nominals. Depreciate fixed assets according to the Finance Policy and enter depreciation onto accounting software
- Comply with all requests from the external auditors and facilitate all audit requirements

Other Responsibilities

- 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
- Monitoring accounting procedures and providing assistance to colleagues within the Trust, as required, to work within the Trust Finance policies.
- Undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Trust HR and Business Director

<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	