



Job Description

Job Title:		Finance Assistant			
JE Code:	A5269	Evaluation:	436	Grade:	N5
Effective Date:	May 2023	Status:	Final		
Responsible to:	Finance Manager				
Responsible for:	N/A				
Location:	Based at NEAT Central office				
Job purpose:	To provide financial and administrative support to the trust, its schools and trading activities.				

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Support the central finance team, ensuring compliance with the Trust's financial procedures and completing all work in a timely and accurate manner.
- 2 Undertake the processing of day-to-day financial transactions for the purchase ledger, p-cards, sales ledger and cash book.
- 3 Ensure transactions comply with VAT requirements and assist with the preparation and checking of VAT returns.
- 4 Support general ledger processing, including journal entry and the processing of recharges.
- 5 Process and allocate income received by the trust and schools and reconcile with the bank account.
- 6 Maintain supplier records within the finance system, including setting up new suppliers and amending any changes of details as necessary and in line with the trust's procedures.
- 7 Prepare payment runs and the processing of supplier remittances.
- 8 Monitor all grants received and keep a record of grant expenditure. Prepare reports for reporting financial information for these grants.

- 9 Support month end processes including the reconciliation of debtor and creditor accounts. Clarify with debtors as to when payments will be made and follow procedures to ensure debts are paid in a timely way.
- 10 Contribute to the maintenance and development of the finance system and financial record keeping procedures.
- 11 Provide finance guidance and support to schools within the trust and support the delivery of training to staff.
- 12 Provide a range of regular and bespoke finance reports from the finance system and through advanced use of spreadsheets.
- 13 Deal with financial correspondence, monitoring of financial email accounts and undertaking telephone enquiries from our schools, suppliers and other third parties and dealing with them in an efficient and effective way.

Trust responsibilities

- 14 Work to fulfil the vision and values of the trust.
- 15 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 16 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 17 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 18 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 19 Participate in appraisal, training and development and other activities that contribute to performance management.
- 20 Attend and participate in regular team and 1:1 meetings.