

***Candidate Brochure
Finance Assistant***



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Grade 5, Pts 13 to 19 (£28,163 – £31,067)

START DATE: ASAP

WORKING PATTERN:

8.00 – 3.30 per day with half an hour for lunch

CONTRACT:

Permanent, Term Time Only, 39 weeks including 5 INSET days

LOCATION:

Abraham Moss Community School

RESPONSIBLE FOR: The post holder will be working as part of the School's Finance Team, with specific responsibility for the purchasing of all supplies within the school

ACCOUNTABLE TO:

Finance Manager / Headteacher

Job Title

Finance Assistant

The post holder will report to the Finance Manager. Apart from colleagues in the School Administration Team, the main contacts of the job are the Senior Leadership Team, all teaching and associate staff, pupils, parents, agencies, staff across the Abraham Moss site and visitors to School.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

The post holder will be working as part of the School's Finance Team, with specific responsibility for the purchasing of all supplies within the school

Key Responsibilities

The post holder will be working as part of the School's Finance Team, with specific responsibility for the purchasing of all supplies within the school.

- To work across both phases of the school, both secondary and primary, providing purchase ledger support within the finance team.
- Comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To work with and support, when required colleagues within the wider School Administration Team helping to provide a professional and efficient administrative service.
- Use initiative in time management to organise own workload in order to meet deadlines.
- To work collaboratively with all staff and parents in order to support pupil well-being and to comply with policies and procedures relating to safeguarding, child protection health and safety, security and data protection reporting all concerns to an appropriate person as soon as they arise.
- To assist with the processing of BACS payments.

Purchasing

- To be responsible for all purchasing within the school, which involves sourcing of products and services, liaising and building strong relationships with suppliers to achieve best value and value for money at all times.
- To ensure all orders are signed for and authorised by the budget holders before ordering, ensuring that the school meets with all financial regulations and audit requirements.
- Accepting delivery of orders and matching items to purchase order, querying any missing items and monitoring their arrival.
- Organising for the collection and distribution of goods received.
- Deal with any queries regarding orders / invoices, liaising with both suppliers and school staff with queries.
- Matching invoices to orders before forwarding to budget holders for authorisation.
- Processing of invoices onto PSF and preparing payment processing runs.
- Completing credit applications for new suppliers.
- To assist with the secure storage and checking of the Finance and Admin team stocks and supplies. Re-order and replenish when stocks are low.
- Debit card processing of payments via phone and internet

General Financial Responsibilities

- Advising staff of financial procedures and ensuring that they adhere to them.
- To negotiate with suppliers and ensure the School achieves Best Value for Money at all times.
- To ensure that the school maximises all available resources.
- To comply with the School's financial procedures and regulations.
- Working with the Finance Team to constantly develop PSF software to enhance and create more efficient financial processes and procedures.
- Filing of purchase orders / paid invoices.
- Investigate and resolve statement enquires from suppliers re overdue accounts.

Transport

- To ensure the efficient and effective booking of transport including acquiring quotes for trips and achieving best value and liaising with the transport companies to advise of any changes to the arrangements, for example change of venue / times.
- Booking Metrolink tram tickets for field trips and organising payment in advance as required.
- Booking taxis for staff and alternative provision pupils.

Cash Handling

- Responsible for the receiving, counting and reconciling of cash collected from pupil reception, ensuring that audit requirements have been adhered to through checking the issue of receipts for all cash collected and for the signing of the cash income form with the agreement and signature of reception staff to acknowledge balance stated before placing in safe.
- Ensure that all income (both official and unofficial funds) is recorded and coded correctly on to the schools PSF system.
- Ensure that monies are kept secure at all times and banked frequently, adhering to the financial insurance limits of the safe.
- Deposit school funds into the school bank.

Petty Cash

- Control of the school's petty cash on the imprest system, issuing payments / refunds within both the financial and time limits specified.
- Ensure there are adequate funds maintained and frequent replenishment.
- Ensure petty cash is input onto PSF in a timely manner.

Organisation

- To communicate with courtesy and clarity to all staff, pupils, suppliers, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- To undertake routine clerical and administrative support duties on behalf of individual members of staff or departments, in relation to the organisation of School activities.

Administration

- To provide general clerical and administrative support, for example, photocopying, filing and responding to routine correspondence.
- To maintain and update all financial, administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high level financial and administrative service.
- To ensure that the School's finance email account is monitored and incoming emails actioned / distributed appropriately and promptly.

- To ensure that outgoing orders, remittance advice slips and cheques are posted out on a daily basis.
- To assist and support in the administration of school events


Core Skills of Administration Team

You will be working within a large administration team, you will be multi-skilled and required to perform a core set of skills to support colleagues, including:

- To have a good level of skills in all Microsoft Office applications and the ability to produce letters, reports, spreadsheets and presentations to a professional standard as required.
- To have a good level of skills in internet explorer and different search engines to carry out research as and when required.
- To ensure accuracy and confidentiality of all information produced, in line with Data Protection procedures.
- To be multi-skilled and be able to cover for other colleagues in the event of absence and support during heavy workload periods.
- To operate office equipment and machinery, including, printer, photocopier, laminator, shredder etc.
- To establish constructive and professional relationships, liaising with other agencies and stakeholders of the school.
- To be aware of responsibilities associated with working with young people and to fully abide by and encourage the importance of Child Protection and Safeguarding.
- To undertake any other administrative task as required by the Finance Manager or Headteacher.
- To actively participate in own professional development and the School's Performance Management cycle.


All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher



All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.


Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.



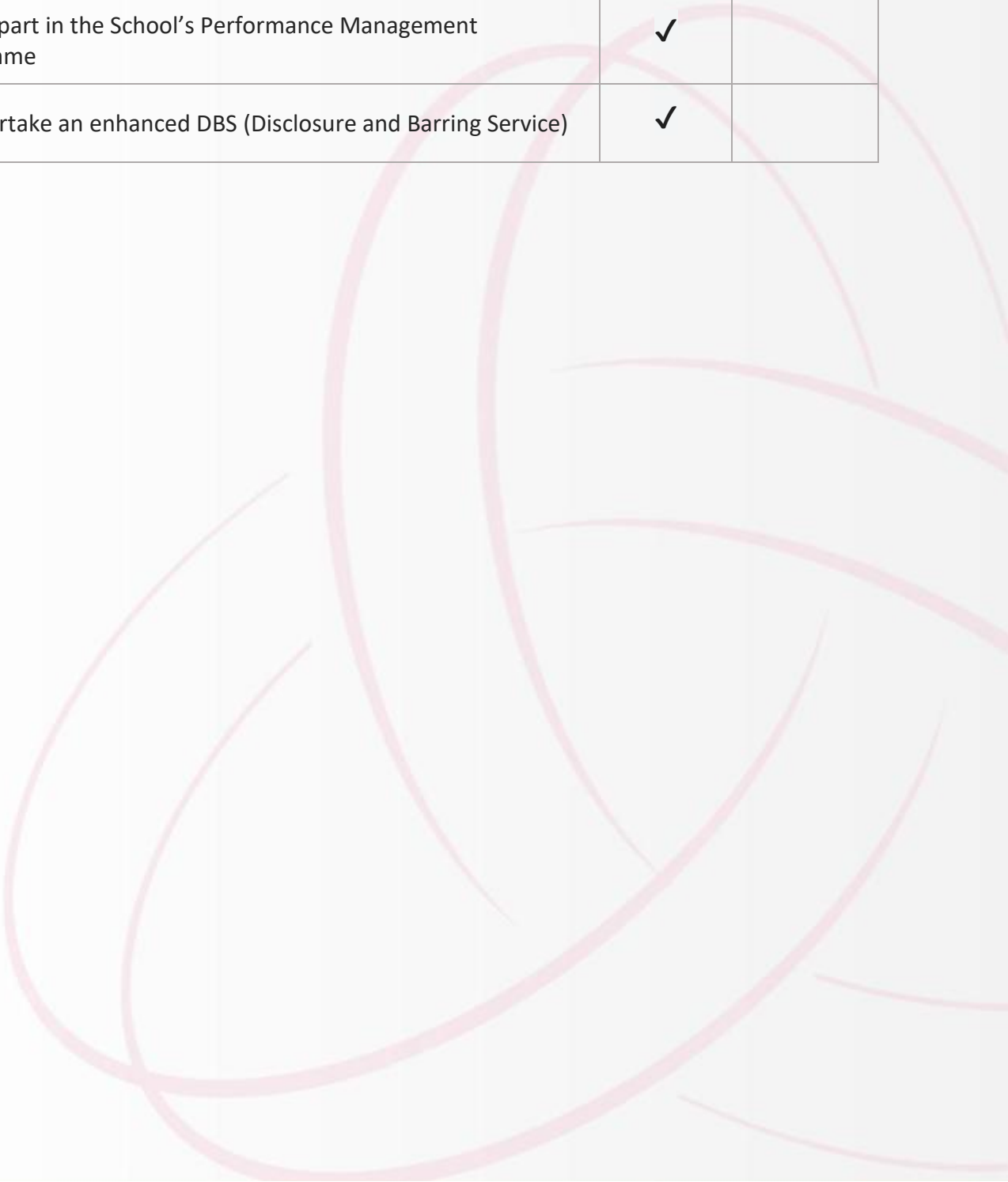
Personal Specification

	Essential	Desirable
Qualifications		
Good literacy and numeracy skills at GCSE level (or equivalent)	✓	
Microsoft Office ICT skills including Word, Excel and Outlook	✓	
Knowledge of Bromcom and PSF	✓	
Knowledge of relevant policies and legislation relating to Data Protection and guidance, or a willingness to undergo appropriate training	✓	
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
Enthusiasm for further training and professional development particularly in respect of new technological requirements in schools	✓	
Experience / Skills		
Experience of working in an administrative and clerical support environment	✓	
Experience of working in finance undertaking a purchase ledger role	✓	
Accuracy and precision when keeping financial records and dealing with cash	✓	
Experience of operational and organisational administrative procedures	✓	
The ability to identify and create new systems and procedures to increase efficiency	✓	

	Essential	Desirable
Ability to set up and maintain efficient and effective filing systems and have an understanding of legal retention requirements	✓	
The ability to format and present letters, complex documents and spreadsheets to a professional standard with a high attention to detail	✓	
Ability to deal calmly with difficult situations and people	✓	
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	✓	
Ability to prioritise and manage own workload effectively	✓	
Ability to check all information and data, scrutinising for accuracy	✓	
Effective written and verbal communication skills to liaise with a wide range of people at all levels	✓	
Be aware of the need for confidentiality and professionalism at all times	✓	
Ability to work under pressure, be diplomatic yet firm when the occasion demands	✓	
Ability to relate well to children, young people and adults	✓	
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	✓	
Understanding of when to seek advice	✓	
Knowledge		
A commitment to working in a school environment	✓	
A commitment to the school's professional standards, including dress code as appropriate	✓	



	Essential	Desirable
A commitment to the school's policies and procedures, including the ICT Acceptable Use Policy, Attendance / Absence Policy and Equal Opportunities	✓	
Ability to identify your own training and development needs and cooperate with the means to address these needs	✓	
To work 35 hours per week	✓	
To work flexible hours to suit the needs of the School	✓	
To take part in the School's Performance Management Programme	✓	
To undertake an enhanced DBS (Disclosure and Barring Service)	✓	



How to apply

If you would like to apply for this role
please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Application Closing Date: no later than 9.00 a.m. Sunday, 31 August 2025

**Any queries, please contact a member of the HR Team on 0161 532 5400 or
via email at noelinetaker@abrahammoss.co.uk**

