



## Job Outline

# Finance Assistant

**Responsible to:** Trust Finance Manager  
**Salary Grade:** Band 2  
**Full time/Part time:** 37 hours per week, full year

### Job Purpose

To provide professional timely financial guidance and support to the Sigma schools by carrying out financial administration across multiple academies, multi-phase, in accordance with the appropriate EFA and Sigma finance regulations and policies; and ensure best value by monitoring business interests across the Trust.

### Special Features:

The post holder will need to be flexible, adaptable and able to travel to any of The Sigma Trust academies in order to fulfil the responsibilities of the role as needed and/or at the request of the CEO. When not in schools the post holder will be based at our offices at Tendring Education Centre, Jaywick Lane, Clacton-on-Sea.

### Responsibilities

- Administer and maintain the purchase ledger and sales ledger
- Administer and maintain on-line cash collection systems
- Responsible for the administration of the charge card
- Accurately maintain manual and computerised financial records
- Create and maintain a filing system and archiving financial records when appropriate
- Process correctly authorised orders and liaise with the school and supplier as necessary
- Process and prepare creditor invoices for payment
- Ensure all invoices are coded in accordance with the Sigma Consistent Financial Reporting framework (CFR)
- Prepare sales invoices, with the correct VAT treatment, liaising with the school when required
- Ensure timely and accurate financial records are maintained on the accounting system.
- Process charge card orders in accordance with the Sigma Finance Regulations
- Prepare monthly budget holder reports for distribution
- Support the schools with cash and cheque collection if required
- Ensure that the on-line cash collection systems is maintained to support the needs of the school
- Prepare and present reports, to schools and the Academies Finance Officer, from the on-line cash collection system as requested
- Create and maintain a filing system and archiving financial records when appropriate
- Be available to school staff as a first point of call for all queries.
- Support schools to maintain an optimal level of stock, e.g. cleaning materials; catering; reprographics and order supplies for them as requested
- Provide clerical and administration support as required



#### General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The Finance Assistant will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the CFO and will be reviewed annually.

**GREATER THAN THE SUM OF ITS PARTS**