



**Job title:** Trust Finance & HR Assistant

**Reports to:** Trust Finance & Premises Manager

**Responsible for:** Finance and HR

**Disclosure:** Enhanced DBS

**Salary:** Scale 5

**Purpose:**

- To deliver on THE EVELEIGH LINK ACADEMY TRUST's vision of high quality and dynamic education for all at the heart of our communities by providing professional Finance and HR support for all schools.
- To be a highly visible and credible leader within the Trust and work to support the Board, CEO, and Executive Committee Structure through "business as usual" deliverables as we continue to grow and evolve.
- To support with ensuring that THE EVELEIGH LINK ACADEMY TRUST is an outstanding Multi Academy Trust in all regards and that we are the pride of the region we live in and serve.
- This is a wonderful opportunity to join a highly regarded multi-academy trust and work within a supportive, hardworking team.

**Specific Responsibilities:**

**a) Main Purpose**

In conjunction with the Trust Finance & Premises Manager, Trust HR Manager, CEO and any current or future service provider(s):

- Assist in ensuring the smooth and successful operation of the Finance and HR functions, providing a professional, efficient, confidential and proactive support service in both areas.
- Produce quality work that meets deadlines and is accurate and professionally presented.
- Provide finance assistance to the Trust Finance & Premises Manager
- Provide HR assistance to the Trust HR Manager
- Deliver excellent customer service at every opportunity.

## **b) Finance**

In conjunction with the Trust Finance & Premises Manager and CEO and any current or future service provider(s):

- Completion and processing of orders, requisitions, and invoices
- Raise new supplier accounts, complying with Trust Financial Regulations
- Assisting with Academy and Supplier queries, as and when required by telephone and e-mail
- Assist with preparing invoices for payment
- Check suppliers' statements, as and when received
- Assist with inputting Journals on PS Financials
- Assist with the monitoring and action email enquiries
- Assist with the processing of Sales Invoices
- Undertake document scanning, as and when required
- Assist with maintaining and filing of financial records

## **c) HR**

In conjunction with the Trust HR Manager and CEO and any current or future service provider(s):

- Assist with recruitment administration
- Assist with preparation and processing payroll, ensuring accuracy, compliance and appropriate approval at all stages
- Assist with maintaining HR files
- Assist with maintaining staff records on SIMS ensuring they are accurate and up to date
- Ensure compliance with all relevant employment law and Data Protection Act at all times
- Liaise with HR, payroll and external support agencies as required
- Ensuring the Absence Management Procedures are followed
- Maintain absence records for internal and payroll purposes

\*The postholder has an implicit duty to promote the welfare and safeguarding of all children and young people. THE EVELEIGH LINK ACADEMY TRUST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

## **General**

- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- To abide by The Eveleigh LINK Academy Trust Staff Dress Code at all times.
- As part of The Eveleigh LINK Academy Trust you may be required to work or attend at any of the other schools in the trust.

***This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the CEO as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.***

## Person Specification

Person Specification Trust Finance & HR Assistant	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of a financial support role NVQ level 1 or equivalent
	Knowledge of relevant policies and procedures	General understanding of financial policies and procedures
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use a range of financial and administrative IT packages
<b>Communication</b>	Written	Ability to complete inventories and returns accurately
	Verbal	Ability to exchange verbal information clearly and accurately
	Languages	Seek support to overcome communication barriers
	Negotiating	Ability to negotiate effectively to achieve best outcomes
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the Academies Trust
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff and suppliers
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Accuracy	Demonstrate an ability for accuracy and attention to detail
	Creativity	Demonstrate a creative approach to work
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role