

SOUTHEND EAST COMMUNITY ACADEMY TRUST

MAT Finance Assistant Job description and Person Specification

Post Title:	MAT Finance Assistant
Salary:	Level 6 Point 13-20
Hours:	Full Time: 37hours per week; 52 weeks per year
Responsible to:	Deputy COO / Finance Manager

Main purpose of the job

- To enable the Trust to meet its objectives by taking responsibility for overseeing specific areas of finance and administrative functions used within the Trust environment
- Ensure the delivery of a high-quality service. Working within the CFT, responsible to Deputy COO and Finance Manager.
- To assist with the monitoring of the MAT's budget by monitoring income and expenditure, ensuring recharges are processed.

MAIN DUTIES AND RESPONSIBILITIES

Finance

- To provide on-going budgetary information to the relevant budget holders, meeting with them to monitor their budgets.
- To appropriately prepare pre-authorised orders, entering requisitions on to the finance accounting system ensuring sufficient funds are available beforehand and ensure coding is accurate
- To ensure accurate VAT accounting and provide the Central Team with information for the monthly VAT returns.
- To assist in the sourcing of quotes for goods and services as required, from the list of MAT approved contractors and suppliers, to ensure best value.
- To assist with the management of lettings and liaise with the Central Team to issue invoices for lettings liaising with the appropriate outside agencies and site personnel, following up their prompt payment and debtors
- To assist in the preparation and maintenance of the MAT's Asset Register and equipment register
- To notify the Central Team of any income received.
- To provide statistical information to enable the school to complete such returns as may be required by the DfE, ESFA, Central Team
- GRN orders once authorisation from budget holder has been given.

- Raise queries or concerns about orders with budget holders whenever appropriate.
- Keep accurate records for SECAT building projects and liaise with COO concerning payment of invoices and queries.
- Keep accurate records for Central Recharges and ensure recharges are processed in a timely manner.
- Keep accurate and up to date records and administer the Reserve Bids for the Trust from schools
- Investigate errors/queries with SECAT Central invoices/statement, liaise with CFT with Invoice queries and payments
- Assist the Payroll manager with any queries for the MAT Central Teams.
- Deputise for online payments administrator in current postholders absence.
- Keep accurate records of competitive quote submissions from the whole Trust.
- Review monthly outstanding PO & GRN for SECAT Central – send summarised outstanding documents to budget holders for their review and any actions to be noted and returned – action anything necessary.
- Monitor the Central MAT budget performance in conjunction with the Deputy COO
- Attend Monthly Finance Meetings with Deputy COO, COO and CEO to discuss SECAT Central accounts. Review the summary accounts in advance of the meeting, anticipate any queries and prepare evidence for these, liaise with CFT link Finance Officer. Process any actions resulting from the meeting.

Finance Workshops – Termly

- Set dates and invite attendees, in accordance with instructions from Finance Manager.
- Formulate CFT ideas into Agenda and circulate to all attendees.
- Compile ideas into presentation documents and PowerPoint slides, as well as handouts as needed.
- Send all attendees an Evaluation Sheet and collect completed copies to forward to Finance Manager and Deputy COO
- Help to ensure that CFT are fully prepared for the workshops

General

- To be responsible for safeguarding and promoting the welfare of children and young people with whom the post holder comes into contact
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace, carrying out risk assessments for relevant staff
- To deal with all finance related correspondence promptly as required
- To ensure that all MAT policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the MAT's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the MAT's Data Protection Policy and practices, reporting to the DPO any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the MAT or the academies as directed by the Deputy COO, COO or CEO
- To participate in the performance management structure of the MAT as directed.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Line Manager or senior Trust staff to carry out appropriate duties within the context of the job, skills, and grade and at any site within the MAT.

**MAT Finance Assistant
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs including English and Maths. • High level of literacy and numeracy • Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> • Higher or further education / Admin management or Office management experience • AAT level 2
Experience	<ul style="list-style-type: none"> • Minimum 2 years proven office experience. • Financial experience • Working with suppliers 	<ul style="list-style-type: none"> • Experience of education systems e.g. PSF • Experience of using Excel and reconciliations
Knowledge and Skills	<ul style="list-style-type: none"> • Proven ability to deal with a range of sensitive issues. • Ability to work as a member of the team, actively promote teamwork and lead by example. • Ability to act professionally and facilitate the resolution of any problems. • Ability to respond positively to and actively support the central team. • Experience of managing workload and prioritising tasks. • Possess excellent communication skills 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to high quality service delivery • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the Trust • Flexible to enable a responsive service at all times • Hard working and enthusiastic presenting a professional manner at all times • Self-motivated • Possess a sense of humour 	