



Dayspring Trust
Venerable Bede Church of England Academy
Ian Ramsey Church of England Academy

Job Description

Job Title: Finance Assistant

Grade: Points 3 – 4 (£18,562 - £18,933) Pro Rata to number of hours and weeks worked

Line Manager: Finance Manager

Purpose of Job:

To assist in the smooth running of all finance functions within the academy.

Principal Responsibilities and Duties

- To input purchase order requisitions onto SAGE financial accounting system.
- To process goods inwards notes.
- To ensure the prompt and accurate processing of invoices.
- To assist in the administration of petty cash.
- To provide financial information.
- To support financial functions within the academy catering service.
- To assist in the prompt and accurate processing of payments to suppliers and staff.
- To deal with correspondence and queries in relation to post holders responsibilities.
- To liaise with other agencies, LA and academy staff.
- To undertake first aid duties as required.
- To undertake other rotational duties within the academy i.e. break duty.

Other Responsibilities

Any other duties, consistent with the nature of the post, which may be reasonably required from time to time.

You will be based at Trust head office (Venerable Bede CE Academy) however some travel to other academies within the Trust may be required.

The post holder must promote and safeguard the welfare of the children and young people.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

Any other duties which may reasonably fall under the purview of the role.

Date: May 2021