



North East  
Learning Trust

WE'RE LOOKING FOR A  
**FINANCE ASSISTANT**  
TO JOIN OUR TEAM

## Finance Assistant

### Required as soon as possible

**Grade 2-3, up to £19,171 FTE (Effective salary date 1/4/19)**

**The role is offered as school term time plus 3 weeks**

We are looking for a motivated, experienced Finance Assistant to support the central head office finance team contributing to an efficient, organised and accurate finance function for all academies within the Trust.

This role requires a high degree of accuracy and therefore we require someone with excellent attention to detail, who is well organised and has good purchase ledger, sales ledger, credit control and purchase processing experience. Excellent IT and financial systems experience are needed as the working environment is largely IT based.

You will join a friendly supportive team and will be working with a range of stakeholders to provide high levels of customer service and so the ability to work collaboratively and flexibly as part of a team is essential.

### The successful candidate will:

- Have relevant experience in a finance role.
- Have excellent communication skills and organisational skills and be able to manage a busy workload independently.
- Be highly competent in analysis and interpretation of information.
- Be highly numerate with high degree of accuracy.
- Have strong interpersonal skills, particularly in developing relationships with internal customers.

### Deadline:

**Friday 8 March 2019**

Shortlisting will take place week commencing Monday 11 March 2019, with interviews later that week.

### How to apply:

Application forms should be completed and returned to **[amy.hughf@nelt.co.uk](mailto:amy.hughf@nelt.co.uk)** or by post to Amy Hughf, North East Learning Trust, The Academy at Shotton Hall, Passfield Way, Peterlee, SR8 1AU.

# Job description

## Responsible to

Finance Manager

### Generic responsibilities:

- Maintain accurate accounting records
- Process high volumes of purchase/sales invoices
- Match invoices to purchase orders
- Ensure high level of accuracy of input and coding
- Administer supplier invoice queries
- Manage invoice log and creditors ledger
- Raise sales invoices to customers and maintain debtors ledger
- Additional school finance support – including handling and reconciliation of cash transactions (catering, trips, fund raising etc)
- Maintenance of cash book entries
- General office duties - monitor incoming post and central finance emails dealing efficiently and effectively with any enquiries.
- Provide finance guidance and support to schools within the Trust
- Production and maintenance of adhoc reports including the analysis and interpretation of data.

### Specific responsibilities:

- Purchase ledger - processing purchase orders, matching, coding & processing invoices, raising invoice queries, supplier payment runs, reconciling supplier statements.
- Sales ledger – raise customer invoices, issuing customer statements, credit control, investigating invoice queries.
- Cash reconciliation - handling, receipting reconciling and banking of cash
- Administration of school cash office system – generate and monitor income reports. Prepare cash book entries.
- Gain understanding and support the continuous improvement of operating processes.
- Support adhoc enquiries using Excel and system tools to prepare reports

- Preparation of data for and input of journals in respect of income and expenditure.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the Head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person specification

	Essential	Desirable	Method of Assessment
Education	<ul style="list-style-type: none"> <li>5 GCSEs grade A-C or equivalent</li> <li>Commitment to continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>AAT Level 2 or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in a relevant finance role</li> <li>Working knowledge of financial systems and controls</li> <li>Experience of accurately inputting data and maintaining records</li> </ul>	<ul style="list-style-type: none"> <li>Experience in an education environment</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Selection Process</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Excellent IT skills, experience in Excel and Word</li> <li>Excellent communication skills</li> <li>Excellent numerical and problem solving skills</li> <li>Ability to maintain accurate records</li> <li>Strong attention to detail</li> <li>Ability to meet daily, weekly and monthly deadlines</li> <li>Ability to prepare, analyse and report information</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Selection Process</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Ability to work as part of a team</li> <li>Initiative and ability to plan and prioritise workload to meet competing deadlines</li> <li>Ability to work flexibly according to the needs of the Trust</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Selection Process</li> </ul>

## **References:**

Any relevant issues arising from references will be taken up at interview.

## **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

## **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.