

Job Roles: Finance & HR Assistant
Pay Points: 4 - 10
Locality: Central Role with Full Mobility



The Consortium Trust is a lifelong learning community. It recognises, will promote and expects sharing of best practice. All employees are expected to participate with this ethos and there may be opportunities where you will be expected to mentor, advise or share best practice with colleagues.

Consortium Trust schools and settings provide education for children between the ages of 6 months to 18 years old, many with complex additional needs and challenging behaviour. It is likely that there will be occasions where it will be necessary to adjust or amend a role to continue to provide appropriate educational support for individual children. All job descriptions are subject to interpretation and alterations according to the setting and age, requirements and capabilities of the child.

***Please note the relevant professional standards should be read in conjunction with this document, including but not restricted to**

KEY OBJECTIVES

- Be part of the Finance and HR Teams predominately with a wide range of tasks, that may include general office procedures and filing
- Updating and reviewing data bases, ensuring information is recorded accurately.
- Provide finance support to the Trust Schools if required

DUTIES AND RESPONSIBILITIES

GENERAL

- Authorised key holder for Central Office;
- Issue and record key holder register;
- All paper and electronic Central Office files and records, to be managed in accordance with relevant Trust policies and legislation;
- Use of general office and visual display equipment.
- Work with all relevant colleagues, organisations and Central office users to provide a safe and accessible working environment;

FINANCE

- To maintain accurate financial records and ensure that all transactions are processed in a timely manner.
- Work under the supervision of the Finance Officer and Head of Service Finance to assist with producing monthly management reports or ad hoc reports as required.
- Offer transactional and procedural support to schools
- Ensure that all purchasing adheres to financial procedures and discuss any issues with the Finance Officer
- Ensure that schools are kept informed of all income received that is relevant to them
- Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants;

- Ensure debtor invoices for income to designated academies are raised and monitored for payment
- Provide support and back-up to the Head of Service Finance and Finance Officer
- Raise purchase orders for all Central related expenditure.

TASKS

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| <ul style="list-style-type: none"> • Adding suppliers • Non-invoice process • Purchase order invoice process • Proforma process • Credit card process • Direct Debit process • Banking sheet process • Stripe/Arbor report process | <ul style="list-style-type: none"> • Funding income ESFA/SCC/NCC • Adding customers • Sales invoices • Refund and credit notes process • Filing / Archiving • Email replies and queries • Support for Office managers |
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HR

- Create and maintain all employee personnel files on EveryHR, ensuring archiving of leavers and cleansing of information held in line with the Data Protection Act.
- Create and maintain up to date folders for all employee benefit information.
- Support the HR team with all additional HR administration requirements
- Monitor and respond to all HR email enquiries appropriately.
- Support the recruitment and advertising process.
- Collate & maintain required information for creation of name badges.
- Any other duties as required by the business.
- Maintain Single Central Register in line with the Data Protection Act and KCSiE.

PERSONAL SPECIFICATION

PROFESSIONAL ATTRIBUTES

- Flexible and adaptable in approach to work with the ability to multi-task
- Meticulous and accurate
- Excellent attention to detail
- Good communicator and personable
- Highly organised with the ability to prioritise
- Process driven
- Team player

KNOWLEDGE

- Strong MS Outlook, Excel and Word skills are essential.
- Flexibility with hours and peak periods of work is essential.
- Experience of Finance HR administration is desirable although not essential.

SPECIFIC SKILLS

- Good communication skills
- Able to deal successfully with all types, at all levels
- Effective interpersonal/management skills
- Above average critical thinking ability
- Computer literate, preferably with knowledge of accounting IT systems
- Sound knowledge of accounting basics and pensions desirable
- Good standard of literacy and numeracy skills

The duties and responsibilities in this job description are not restrictive, and the post holder may be required to undertake any other duties that may be required from time to time within the context of the grade for this post. Any such duties should not however substantially change the general character of the post and if it appears that they will then the post holder should refer the matter to their manager.

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the setting at the reasonable discretion of the Academy Head.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to their existing level of experience and responsibility.