

## JOB DESCRIPTION

*The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.*

<b>Job Title:</b>	Finance Assistant
<b>Salary/Range:</b>	£23,425 FTE which equates to an actual pro-rata salary of £17,405 for 30 hrs per week, 47.781 paid weeks per year.
<b>Hours:</b>	25-30 hours per week (term time, INSET + 2 weeks) This could be flexible and mutually agreed. (NB: there may be potential to increase hours if mutually agreed)
<b>Base:</b>	SPT Office, Pencalenick School. May be required to work out of other school sites within the Trust as appropriate
<b>Responsible to:</b>	Trust Accountant
<b>Direct Supervisory Responsibility for:</b>	N/A
<b>Important Functional Relationships: Internal/External</b>	School staff, Trust staff, ESFA, Suppliers, Auditors, LFS, Governors

### Main Purpose of Job:

#### Summary:

The Special Partnership Trust is looking for a suitably qualified/experienced Finance and HR Assistant to provide administrative support to the Shared Services team.

The role involves working within the Trust Central Team performing necessary duties to support compliance, growth and development.

### Main Duties and Responsibilities:

#### Finance

Co-ordinating procedures and ensuring efficient processing of financial transactions in line with Trust Financial Regulations:

- Processing supplier invoices/setting up new suppliers/responding to supplier queries
- Performing financial administration tasks in a timely manner to help maintain effective and flexible finance transactions, processes and procedures
- Supporting the Finance team with regard to regular monthly checks, following up payments owed and/or payment queries
- Processing authorised Purchase Orders for Schools and Central Team/supporting the setup of Trust-wide suppliers/accounts, contacting suppliers of goods and services to obtain information relating to prices, orders, deliveries and payments as required
- Supporting the finance team to ensure business processes are followed in schools
- Inputting/processing and reconciling Company Payment Card expenditure against receipts submitted on a monthly basis
- Inputting/processing and reconciling Petty Cash expenditure (Residential areas) against receipts submitted on a monthly basis
- Internal audit support. Supporting Operations Manager and Finance & HR Manager to undertake internal control checks and ensure compliance with Trust financial policies and procedures
- Providing back up/business continuity to Finance/HR team as necessary

**Admin**

- Providing support to school admin teams on business processes as required and appropriate
- Ensuring up-to-date document templates are available to support business processes and are accessible for all schools
- Providing administrative support to the Finance & HR Manager and Operations Manager with regard to projects as appropriate
- Helping to co-ordinate and support Trust well-being initiatives as appropriate
- Supporting the organisation and administration of Trust wide INSET days
- Providing administrative support to the wider Trust team in relation to growth opportunities and expansion projects as and when these may develop

These duties may be amended from time to time, in consultation with the post holder and as appropriate.

Staff should recognise that as the Trust grows and moves forward, job roles will inevitably develop and change focus and job descriptions will be reviewed accordingly. Staff need to be flexible in their approach to accommodate the changing needs of the MAT and to participate fully in professional development which supports this.

**General/Other duties and responsibilities:**

- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other Trust sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate

## Person Specification – Finance & Project Assistant

Education and Professional Qualifications	Essential/ Desirable	Assessment
AAT Foundation Level 2 or interest in studying towards this or significant experience in financial administration	D	
A Levels or Degree	D	
At least 5 x GCSE's (A-C) including English and Maths	E	
Evidence of continuous professional development	D	
Experience	Essential/ Desirable	Assessment
Evidence of finance, business and administrative experience to support the day-to-day operation of an establishment / company within financial restraints	D	
Experience of supporting change and helping to implement new systems / procedures /controls	D	
Experience of working in busy professional environment and/or on several projects/pieces of work simultaneously	E	
Sound working knowledge and understanding of methods of ordering, purchasing and principles of value for money	D	
Evidence of finance experience within a school or similar busy working environment	D	
Knowledge or experience of using PSF or other financial software packages	D	
Communication & Interpersonal Skills	Essential/ Desirable	Assessment
Ability to build and form effective relationships with colleagues and other professionals.	E	
Well organised, calm and positive, confident and assuring	E	
Ability to work on own initiative as well as within a team	E	
Excellent interpersonal, written and verbal communication skills	E	
Eager to learn, motivated and energetic	E	
Proficient in the use of Microsoft Office, e-mail and the internet	E	
High levels of accuracy and good attention to detail	E	
Flexible and willing to go the extra mile	E	
Enthusiastic, and enjoys working in a dynamic/changing role	E	
Understands the importance of confidentiality	E	

### Special Conditions related to the post

The Special Partnership Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees may be required to undertake mandatory training required by the Trust.

<b>How to apply:</b>	To down load an application pack or apply online please visit: <a href="http://www.pencalenick.org">www.pencalenick.org</a> Please complete an application form in full and return to: Gaynor Edwards, Trust Accountant, <a href="mailto:gedwards@specialpartnership.org">gedwards@specialpartnership.org</a> . Please note that we do not accept CVs.
<b>Contact details:</b>	Address: Gaynor Edwards, Trust Accountant - Pencalenick School, St Clement, Truro, TR1 1TE Tel: 01872 520385 E-mail: <a href="mailto:gedwards@specialpartnership.org">gedwards@specialpartnership.org</a>
<b>Closing date:</b>	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Further information about the Special Partnership Trust can be found at: [www.specialpartnership.org](http://www.specialpartnership.org)