

ST PETER'S CATHOLIC VOLUNTARY ACADEMY TRUST

Job Description

Senior Finance Assistant

Post Holder

Salary Grade Grade E, Scale Point 9 - £19,803 (actual) gross per annum

Contracted Hours 30 hours per week

Mon - Fri - 8.30am to 3.00pm, less a 30 minute unpaid break each working day
(days/times can be flexible if required)

Contractual Weeks Term Time plus two additional week per annum

Key Purpose

Support the Finance Manager (FM) and School Business Manager (SBM) by facilitating all aspects of the purchase and sales ledgers, petty cash and bank accounts. Ensure that deadlines are met and Academy financial procedures are adhered to, in line with the regulations set by the ESFA.

Reporting to: Finance Manger

Key Responsibilities

General

- Maintain financial and other systems to ensure the quality and accuracy of financial information.
- Have a thorough working knowledge of the school's financial system, covering absent colleagues when appropriate.
- Ensure compliance with the Academy Financial Procedures and ESFA Academies Financial Handbook, advising the FM/SBM of any concerns.
- Oversee the Finance Office and ensure preparation for month end are met on a monthly basis.
- Maintain Fixed Asset register.
- Prepare VAT claim on a monthly basis.
- Provide cover for FM for monthly management accounts and cashflow.
- Check the EHCP payment schedule from LA's and liaise with SEN Manager of any changes.

Purchase ledger – oversee and provide cover for:

- Place purchase orders, assisting budget holders to obtain best value for money. Ensure that orders are appropriately authorised and coded
- Coordinate multi department purchasing when appropriate, to obtain maximum discounts in line with best practice.
- Liaise with suppliers, existing and new to ensure best value options and quotations are shared with budget holders.
- Place orders with suppliers, facilitate returns and chase outstanding deliveries
- Code purchase invoices onto Academy's financial system.
- Process all invoices within the time parameters set, ensuring they are fully authorised and prepared for payment by cheque, BACs or On-line Payment.
- Carry out regular payment runs, obtain cheque signatures or on-line authorisation in line with the bank mandate and Academy Financial Procedures. Post cheques.
- Reconcile supplier statements to the purchase ledger and investigate and obtain explanation for any discrepancies.
- Reconcile the credit card statement monthly, referring discrepancies in a timely manner.
- Provide training to other finance staff.

Sales ledger

- Produce sales ledger invoices and process payments received.
- Ensure lettings invoices and refunds are processed as appropriate in line with the Academy policy.
- Manage debtors and credit control.

Cash and bank

- Ensure the regular recording and banking of receipts received, both cash and cheques and lodging them with the bank in a safe and secure manner.
- Oversea control and petty cash reconciliation.
- Monitor the bank statement at least weekly via the Lloyds on line systems, advising of any suspicious transactions to the FM/SBM immediately.
- Reconcile all bank accounts.
- Obtain foreign currency as appropriate for any school trips abroad.
- Manage charitable initiatives.

Other

- Assist audit with queries.
- Responsible for Pupil Premium monthly budget reporting, including monthly PP recharge journal. Liaise with budget holders both Primary and Secondary.
- Responsible for monthly DFC and Bursary budget reporting, liaising with budget holders.
- Assist with annual Bursary applications providing information to 6th form.
- Cover for Parent Pay set up and reporting.
- Assist with month-end procedures.
- Book courses for staff.
- Assist with implementation of new financial and budget systems.

Support for the School

To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person

To contribute to overall ethos, work and mission statement of the school

To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

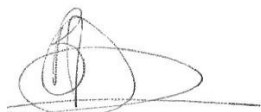
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date



Signed

Headteacher

Date 8.6.2026

Agreed: June 2026

Review: