ST PETER'S CATHOLIC VOLUNTARY ACADEMY TRUST

Job Description

Senior Finance Assistant

Post Holder	
Salary Grade	Grade E, Scale Point 9 - £19,524 gross per annum
Contracted Hours	30 hours per week, Monday to Friday
Contractual Weeks	Term Time (plus 5 days only if required during summer holiday)

Key Purpose

Working with the Finance Team to 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 and develop financial and operational systems to ensure the accuracy, integrity and timely reporting of financial information.
- Act as a key user for the Academy's financial systems, providing support, guidance and training to colleagues as required.
- Deputise for Finance Team colleagues where necessary, ensuring continuity of financial operations.
- Monitor compliance with the Academy's Financial Procedures, Trust Financial Regulations and the ESFA Academy Trust Handbook, identifying risks and escalating concerns to the Finance Manager/School Business Manager.
- Contribute to the development and improvement of financial processes, controls and reporting mechanisms to enhance efficiency and strengthen financial governance.
- Support the preparation of information for internal and external audits and implement recommendations arising from audit findings.

Purchase ledger

- Ensure all invoices are accurately coded, authorised and processed within agreed timescales.
- Monitor outstanding commitments and expenditure, identifying discrepancies and resolving supplier queries.
- Process and reconcile trip-related income and expenditure, ensuring accurate financial records and reporting.
- Support budget holders with purchasing procedures and provide financial information to aid decision-making.

- Review supplier accounts regularly and maintain strong working relationships with key suppliers.

Sales ledger

- Manage the sales ledger function, including raising invoices, processing receipts and maintaining accurate debtor records.
- Take ownership of debt recovery processes, proactively managing aged debt and liaising with customers to ensure prompt settlement of outstanding balances.
- Produce regular debtor reports for governors and recommend actions to improve collection rates.
- Reconcile income streams and investigate discrepancies promptly.

Cash and bank

- Manage the recording, reconciliation and banking of all income received, ensuring robust financial controls are maintained.
- Conduct regular bank reconciliations, investigating anomalies and resolving issues in a timely manner.
- Monitor bank transactions and identify potential risks, irregularities or fraudulent activity.
- Support cashflow monitoring by providing accurate income and expenditure information.
- Coordinate and oversee charitable fundraising initiatives, ensuring accurate tracking, accounting and reporting of funds raised.

Other

- Prepare and distribute monthly budget monitoring reports for designated cost centres.
- Support the Finance Manager and School Business Manager in the preparation of management accounts, forecasts and year-end financial returns.
- Analyse budget variances and provide commentary to budget holders.
- Assist in the preparation of statutory, Trust and ESFA financial returns.
- Produce regular financial reports for school trips, catering, bursaries and other income-generating activities.
- Support the implementation of new processes to maximise income collection and improve reporting capability.
- Assist in monitoring and reporting on Pupil Premium, Devolved Formula Capital (DFC), Bursary and other targeted funding streams.
- Liaise with budget holders to ensure expenditure complies with funding requirements and delivers value for money.
- Produce monthly funding reports and forecasts, highlighting risks, opportunities and variances.
- Support funding reconciliations and evidence gathering for audits and inspections.

Support for the School

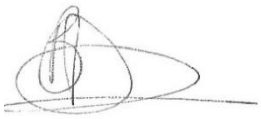
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate 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 the Cover Manager.

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

Signed Post Holder Date



Signed Headteacher Date 4.11.2026

Agreed November 2026

Review