



Academies Trust

Finance Assistant

West Yorkshire



Salary: £17,000 - £19,600

Contract: Full time (37 hours),
Permanent

Start date: as soon as possible

Benefits include:

- 30 days annual leave, plus bank holidays
- Local government pension scheme
- Various discounts on Co-op branded products
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: Sunday 14th April

Interviews: TBC

Applications must be on our application form: please return your completed application form to lynn.higgins@coop.co.uk

Based in West Yorkshire at Co-op Academy Nightingale (with relocation taking place to Co-op Academy Parkland within the next few months), this is an exciting opportunity for someone with financial acumen to support the Finance Manager for the West Yorkshire hub and provide support and advice on financial matters to the primary academies in the West Yorkshire hub area. You will also have the opportunity to develop both analytical and professional skills that will be of benefit to you in your future career.

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for eighteen academies in Leeds, Wirral, Manchester and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

As well as having excellent numeracy and literacy qualifications you will have excellent ICT skills and organisational skills. In addition you will be able to build strong working relationships with, and influence the work of others, where there is no supervisory / management relationship. You will also be flexible, self-motivated & resilient.

For more information about the Trust, please visit our website coopacademies.co.uk

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

PURPOSE OF ROLE

The primary focus of this position is to assist in the effective and efficient administration of the Finance Department. You will work under the guidance of the Finance Manager. The position requires a high degree of professionalism, tact and commitment.

Line Manager | Finance Manager – West Yorkshire

Location | The role will be based at the Regional Finance Office, but there will be regular travel and need to work at any of the Academies in the Trust

KEY ACCOUNTABILITIES (and specific duties/ responsibilities)

- To support in the management of the Academy budget as directed by the Finance Manager
- Input of standing information to Civica Finance system (suppliers, debtors, journals, cashbook entries) in accordance with procedures
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation ready for payment
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received
- Ensure invoices are paid within specified time limits
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank
- Maintaining a detailed record of non-invoiced income relating to School Extra-curricular Clubs, Trips etc. including fund raising initiatives
- Assist with month end procedures including bank and other reconciliations and posting of journals as required
- To carry out monthly payroll checks within the primary academies, identifying and resolving incorrect payments.
- Post the monthly payroll journals
- Submit relevant pension reports and ensure submitted accurately and on time
- To assist with the monthly VAT analysis submitted to the Trust

PERFORMANCE MEASURES

- Contribute to the development and implementation of financial reporting and procedures.
- Support the effective use of financial procedures, reporting and use of financial systems in the regional Primary Academies.
- Ensure effective communication and reporting in financial matters to the regional primary Academies and relevant stakeholders.
- Contribute to Ofsted inspection, ESFA and financial audits delivered – with positive feedback in relation to the region.

- To maintain an accurate filing system suitable for audit purposes
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff
- To operate flexibly and, in particular, to assist at peak times with budget preparation
- Ensure confidential, tactful and secure management of sensitive information
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust; and
- The post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

Personal Attributes Required Based On Job Description

Attribute	Description	Essential	Desirable	How measured Application form (A) Interview (I)
<p>Background & knowledge</p> <p>This should include experience, knowledge, skills, qualifications</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Good level of numeracy & literacy (GCSE English & Maths) • AAT qualification • Good ICT skills (Relevant NVQ Level) • Willingness to engage in lifelong learning <p>Experience</p> <ul style="list-style-type: none"> • Cash Handling • Financial regulations • Experience of a computerised finance system • Working in an education establishment <p>Skills, Ability & Knowledge</p> <ul style="list-style-type: none"> • Excellent organisational skills • Good communication skills both verbal and written • Ability to set and maintain high standards • Ability to initiate and adapt to change • Enthusiasm • Patience • Resilience • Self confidence • Excellent listening skills • Self motivation and imagination <p>Personal Qualities</p> <ul style="list-style-type: none"> • Excellent attendance record 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • Ability to prioritise workload and meet deadlines • Ability to work under pressure • High levels of accuracy and meticulous attention to detail • Flexibility • Ability to Initiate and adapt to change 	✓		A/I
		✓		A/I
		✓		A/I
		✓		A/I
		✓		A/I

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