

Job Description

Title:	Finance Assistant
Reports to:	Finance Director
Location:	CHAT
Hours:	Full time
Annual Weeks:	Full time
Contract Type:	Permanent
Salary:	NJC 21 £21,766.51

Purpose of the job:

CHAT is looking to recruit a suitably experienced Finance Assistant, with demonstrable communication and technical skills, who shares a passion and enthusiasm for our education trust and is determined to make a difference to the lives of students and staff, as part of our partnership commitment.

The Finance Assistant will support the Finance Department undertaking a wide range of finance activities including, finance systems support, journal posting, reconciliations and purchase ledger support.

Main Duties:

- To assist with timely and effective first-line help to our academies and staff.
- To perform administrative functions in all the finance systems.
- Support the Finance Director through preparation of monthly balance sheet reconciliations
- Help prepare monthly journals
- Process invoices and purchase orders whilst liaising with suppliers when queries arise.
- To assist with liaison with other Central Services departments.
- To assist with ensuring that documents are filed and maintained correctly.
- To assist the Finance Director with any ad hoc duties including reconciliations.
- To receive and make telephone calls as necessary.
- To be adaptable and flexible subject to the demands which occur at short notice
- To be able to prioritise
- To take on ad-hoc tasks to support the Finance Department as deemed appropriate by the Finance Director

Skills and Experience:

Qualifications

- GCSE English & Maths – Grade C or above

Work Experience

- Experience of working in an office and dealing with multiple work streams
- An aptitude and interest for finance administration systems processes and practises
- Intermediate excel (Desirable)
- PS Financials (Desirable)
- Understanding of the education industry (Desirable)

Personal skills

Works well with others:

- Excellent communication and influencing skills with people of different teams and levels; and
- Conducts themselves professionally in terms of dealing with peers and management
- Demonstrable teamwork attitude

Excellent work ethic:

- Well organised, efficient and resourceful;
- Takes pride in the organisation and in their work;
- Delivers quality results to agreed deadlines;
- Takes the initiative to improve the status quo, and open minded to suggestions of new and improved ways of working; and
- Good timeliness and attendance

Customer service:

- Maintains first class customer service practises and satisfaction levels with internal customers and external customers
- Administers correspondence, information requests in an efficient and timely manner
- Understands and can balance compliance requirements, pressures and the Trust's requirements