



HISP Multi Academy Trust Job Description

Trust Finance Assistant to support the Teaching School Hubs

Salary:	Pay Scale C (FTE £18,932 - £19,941)
Hours:	30 hours per week, Monday to Friday, Term Time plus 2 weeks
Contract:	Permanent
Location:	Tanners Brook Primary School
Responsible to:	Trust Finance Manager
Responsible for:	Finance matters relating to the Teaching School Hubs

Priorities

- To contribute to the effective running of the Teaching School Hubs, providing financial and administrative support under the direction of the Trust Finance Manager
- To be responsible
 - for the collection of all sums due in respect of teaching school HUB income
 - supporting the processing of payments and maintaining accounting records
 - supporting colleagues with basic enquires and liaison with HR & finance department colleagues

Primary Roles

- Raising invoices to organisations as directed to ensure all income due is collected
- Promptly and professionally answering (emails and telephone calls) and dealing with queries and following up to ensure all sums due are collected.
- Setting up and maintaining records of Teaching School HUB income and details of any outstanding sums working with the Trust Finance Manager.
- Recording all income onto the Trusts Accounting software system.
- Raising orders onto the Trust accounting system for goods and services as directed by Teaching School HUB managers
- Coordinating invoices to ensure that all payments to be made by the Teaching School HUB are made in a timely way.
- To maintain good and organised records to support audit processes
- Acting as an ambassador for the central Finance and HR teams by providing good administrative support to all colleagues

MAT Ethos

- To support the ethos of the HISP Multi Academy Trust, and to encourage all students to follow this example.

Other

- Work co-operatively with others towards shared goals
- To be aware of and comply with policies and procedures including those relating to child protection, health & safety and security & confidentiality, reporting all concerns to a appropriate person
- To participate in on-going training, other learning activities and professional development as required
- To attend meets as required
- To undertake other duties as required by the Trust Finance Manager commensurate with the grade of the post

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to your job. You will be consulted about any proposed changes.

