



# The Athelstan Trust

## JOB DESCRIPTION

<b>POST:</b>	<b>FINANCE AND ADMINISTRATION ASSISTANT</b>
<b>REPORT TO:</b>	<b>MANAGEMENT ACCOUNTANT</b>
<b>SALARY:</b>	<b>£19,698 - £20,493 pro-rated</b>
<b>HOURS:</b>	<b>Part time 15 hours per week, permanent, term time plus 2 weeks (Flexible hours may be considered)</b>

***Note: this job description is provisional as the requirements of the finance team are going through a period of change. Tasks may be added or taken away as the post evolves.***

## DUTIES AND RESPONSIBILITIES

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Chief Financial Officer.

### 1. Finance Administration

- Collecting monies generally and ensuring accurately recorded on the accounting system.
- Operation of Sage accounting system.
- Invoices on Sage
  - receive invoices and pass to budget holder for authorisation
  - enter onto Sage checking correct nominal ledger, cost centre and department
  - process invoices for BACs run
- Assist finance team with banking.
- Carrying out on line purchases as required.
- Manage and record petty cash transactions.
- Undertake general office administration duties as required.
- Collection and processing of money from non uniform days.
- Monitoring the central email account.
- Posting internal recharges to the accounting system.
- Preparing variance reports for budget holders.

### 2. Health & Safety

All staff within The Athelstan Trust are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents



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and incidents, and raise concerns through their line manager, the site management team or another member of SLT as appropriate.

### **3. Equality & Diversity**

Staff employed by The Athelstan Trust are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The Athelstan Trust believes that all individuals are of equal value and we are committed to equal opportunities for all.

### **4. Data Protection**

All staff within The Athelstan Trust have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

### **5. Safeguarding & Child Protection**

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

**Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Trust CEO/CFO/Board from time to time, up to or at a level consistent with the Main Responsibilities of the job.**