

Job description

Job title: Finance Assistant

Reports to: Finance and Business Manager

Based: Poole

About School Business Services

SBS are one of the UK's leading suppliers of education support services with a portfolio that includes the full spectrum of ICT, Finance, MIS and HR & Payroll offerings. Professional teams that have a wealth of experience and an excellent reputation within the education arena manage our services.

Principal Job Role

To provide a high quality financial service to our customers. The post holder will be part of a highly professional team, working as a team to support a Trust. There will be an expectation to perform this role within academy and free schools.

Main Duties & Responsibilities

1. To provide a finance support service and financial system support to a group of schools. The position will be based in our Poole office.
2. Maintain a good working knowledge of computerised financial systems, including PS Financials and any other relevant school software as required. Responsibility for continued development in system changes with an enthusiasm to learn new systems.
3. Financial data input in accordance with the school's contract, for example ordering, invoicing, Bacs payments, reconciling bank accounts, purchase and sales ledger operations.
4. Provide support in preparing financial reports.
5. Maintain, update and retrieve relevant financial information from the financial database.
6. Understand and apply the basic accounting principles, knowledge, and techniques to analyse variances.
7. Assist in production of journals, and perform routine accounting activities.
8. Provide an efficient help line service to schools.
9. Maintain accurate records ensuring that all information is kept confidentially and is filed appropriately on the academy finance system.
10. Work as part of a team to deliver and build the managed service.
11. Recognise potential problems in schools so that these may be highlighted in order that appropriate action can be taken.
12. Build and maintain strong relationships with individuals across the schools, anticipating and managing concerns, and ensuring key people are engaged and communications are transparent.
13. Provide support and advice to other team members as required.

14. Attend and contribute to all team/office meetings.

Any additional duties commensurate with the post as specified by the Finance and Business Manager.