

Job description: Finance and Administrative Assistant (SHaW Maths Hub)

Job details

Salary: NJC Scale points 12 - 17

Hours: 28 hours per week over 4 days 7 hours per day to include Tuesdays

Contract type: Fixed term, term time only plus 2 weeks

Reporting to:

Maths Hub Project Manager

Maths Hub Coordinator

Trust Head of Finance, Business and Operations

Main purpose

This role is an integral part of the Shropshire Gateway Educational Trust (SGET) Central Finance and Business Operations Team and will provide financial and administrative support to the SHaW Maths Hub:

- Supporting the financial management, reporting and delivery of the SHaW Maths Hub.
- Undertaking financial, administrative and organisational processes in line with Trust policies, procedures and protocol.
- Responsible for promoting the operational integrity of financial operations for the SHaW Maths Hub.
- Responsible for promoting and safeguarding the welfare of children and young people within the Trust.

Duties and responsibilities

Financial Administration

- Assist with internal and external audit processes.
- Assist with distribution of reports to stakeholders.
- Processing of purchase orders, purchase invoices, sales invoices, receipts as required.
- Responsible for supplier remittances and dealing with purchase ledger queries.
- Point of contact for finance queries.
- Assist the Trust Central Team with giving financial support to SHaW Maths Hub stakeholders.
- For more complex finance queries provide administration support.
- When required provide absence cover for school-based finance staff.
- Ensure all financial business is conducted in line with the Trust's finance policies and conforms to best value.

S	Serving our Community
G	Growing Together
E	Enabling Excellence
T	Trusted

- Aid in seeking out methods for minimising financial risk to the Trust and to the SHaW Maths Hub.
- Initial point of contact for stakeholder enquiries.

Resources

- Operate relevant equipment/ICT packages (e.g., Word, Excel, Sage, databases, spreadsheets, Internet).
- Respond to routine correspondence.

Responsibilities

- Contribute to the planning, development and organisation of the Trust's finance systems, procedures, and policies so that they align with SHaW Maths Hub requirements.
- Ensure compliance with Trust finance procedures, policies, and recommendations.
- To contribute to the positive team atmosphere and public image of the Trust and the SHaW Maths Hub.
- To act professionally and with integrity at all times.
- To adhere to and maintain Trust routines and the Code of Conduct, including confidentiality.
- To support the vision and values of the Trust and SHaW Maths Hub at all times.
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities.
- To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Trust's Health and Safety Policy.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.