

Job Description

Post: Finance & HR Assistant

Grade: SCP 7-11

Responsible to: Finance Director

Purpose of the Post: Provide HR and finance administration support to the Finance Director.

Duties and Responsibilities

Finance Responsibilities

1. Process transactions for the Trust including; purchase invoices, creditcard transactions and sales invoices
2. Add new suppliers' details to the finance system
3. Preparing system driven bank reconciliations
4. Perform credit control duties for the Trust and Teaching School including; processing and allocating payments received, sending statements to customers and chasing outstanding payments

HR Responsibilities

5. Based on pro-forma documents draft contracts for new members of staff
6. Draft letters to staff regarding changes to contracts
7. Maintain staff personnel files
8. Compile monthly payroll changes documents for review by the Finance Director
9. Attend HR meetings where required with the Finance Director/CEO/Headteachers to take meeting minutes

Other Duties

10. Book travel for Trust employees
11. Book CPD for Trust employees
12. To comply with the Trust's Comprehensive Equality Policy and ensure that it is implemented within the service area of the post.
13. To comply with the Trust's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.