



*The Diocese of Chelmsford*

*Vine Schools Trust*

<b>Job Title</b>	<b>Central Processing Assistant</b>
<b>Grade</b>	<b>Band 2 (max)</b>
<b>Reports to</b>	<b>Central Processing Supervisor</b>
<b>Liaison with</b>	Academy Finance Manager Trust Finance and Operations Managers
<b>Job Purpose</b>	To provide financial support to the schools within the Vine Trust
<b>Duties</b>	<ul style="list-style-type: none"> <li>○ Completion and processing of orders and requisitions using the Trust Financial Accounting Systems.</li> <li>○ Assisting with Academy and Supplier queries, as and when required by telephone and e-mail.</li> <li>○ Verify delivery of goods and enter details into the Trust Financial Accounting Systems</li> <li>○ Enter invoices into the Trust Financial Accounting Systems</li> <li>○ Prepare invoices for payment ensuring that delivery notes and invoices match with authorised orders.</li> <li>○ Check suppliers' statements, as and when received.</li> <li>○ Prepare documentation for intra-company recharges</li> <li>○ Comply with the Trust Financial Regulations</li> <li>○ Monitor and action enquiries and instructions made via designated finance mailboxes</li> <li>○ Identify and liaise with suppliers</li> <li>○ Enter income/expenditure onto relevant systems, as appropriate</li> <li>○ Undertake document scanning and filing, as and when required</li> <li>○ Keep the inventory updated on relevant systems</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>○ To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>○ To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>○ Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>○ The Vine Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>○ The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Operating Officer to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

<b>Person Specification Central Processing Assistant</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of a financial support role NVQ level 1 or equivalent
	Knowledge of relevant policies and procedures	General understanding of financial policies and procedures
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use a range of financial and administrative IT packages
<b>Communication</b>	Written	Ability to complete inventories and returns accurately
	Verbal	Ability to exchange verbal information clearly and accurately
	Languages	Seek support to overcome communication barriers
	Negotiating	Ability to negotiate effectively to achieve best outcomes
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the Academies and Trust
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff and suppliers
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Accuracy	Demonstrate an ability for accuracy and attention to detail
	Creativity	Demonstrate a creative approach to work
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role