

Job Description

Job Title:	Finance Assistant
Multi Academy Trust:	Ted Wragg Multi Academy Trust
School:	Ted Wragg: Central Services
Responsible To:	Finance Manager
Salary Grade:	Grade C + 2 Market Supplements (30 to 37 hours a week, all year round) Range: (£18,933 to £20,493 plus pay award pending)

1. Key Purpose of Job

Purchase ledger and support across finance functions to ensure the efficient operation of the Trust.

2. Key Duties and accountabilities of the post

Purchase Ledger:

- Processing purchase orders promptly.
- Matching and processing of purchase invoices
- Reconciliation of supplier statements, resolving issues arising.
- Dealing with supplier enquiries and disputed invoices.
- Preparation of payments to suppliers by BACS and cheque.
- Review and control of aged creditors.

Ledger support: various functions in support of the accounting team which may include:

- Sales Ledger invoicing, income accounting and debt recovery (including payment plans on the occasions this is necessary).
- Ensuring the debt collection system is followed to ensure timely payments, bringing matters to the attention of the Finance Manager at an early stage.
- Administering accounting processes, including cash receipts, online payments, petty cash and purchases made with credit cards.
- Maintenance of financial and other records: utility consumption, school trips etc..

General:

- Maintenance of our central financial system (Civica) and other relevant systems.
- Responding to queries (staff and customers).
- Support to schools, including assistance in operating key financial systems.
- Work with schools to embed and monitor controls.

The postholder will be expected to maintain a good knowledge of the Trust's financial procedures and regulations and ensure strong controls are operated in compliance with regulations and law.

A high standard of customer service is required including high quality financial management, information, and support.

3. Supervision / Line Management Responsibilities of the post

The post holder does not have any line management responsibilities.

4. Working Environment & Conditions of the post

The post holder may be required to travel to and work with any school within the Trust.

5. Other Duties

- Develop an understanding of the MAT policies and procedures, complying with their contents and raising concerns in a timely manner.
- Identify personal training needs and participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the roles of the finance team and other professionals.
- Attend and participate in relevant meetings as required.
- Undertake any other duties appropriate to the grade of the post. In addition, the post-holder must be committed to safeguarding and promoting the welfare of children and young people.

6. Other Information

- a) The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- f) The post holder may be required to move their base to any location within the Trust upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Person Specification

	Essential / Desirable	Evidence
Qualifications and Experience:		
GCSE English and Maths at Grade C or above	E	A,I,R
Experience of financial procedures, systems, processes and accounting principles	E	A,I,R
Good knowledge of MS Office, with the ability to use Excel and Word at a level commensurate with the role	E	A,I,R
Experience and knowledge of financial systems in a business and/or educational environment	D	A,I,R
Experience of purchase and sales ledger	D	A,I,R
Other relevant experience – reconciliations, income and cash accounting, payroll etc.	D	A,I,R
Behaviours		
Resilience and the ability to work under pressure and be able to meet deadlines.	E	A,I,R
Ability to work constructively as part of a team and as an individual.	E	A,I,R
Excellent communication skills (written and oral)	E	A,I,R
Excellent interpersonal skills.	E	A,I,R
Professionalism and responsive attitude and behaviour towards colleagues and external stakeholders.	E	A,I,R
Commitment to quality service.	E	A,I,R
Strong administration and organisation skills, with the ability to plan and work on own initiative.	E	A,I,R
High standards of accuracy and attention to detail.	E	A,I,R
Positive attitude to learning new skills and personal development.	E	A, I, R
Commitment to the Trust's vision, values, aims and objectives.	E	A, I, R
Other		
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E	A, I, R
This post is subject to an enhanced DBS disclosure	E	A, I, R

Key to Evidence:

- A – Application Form & Letter
- C - Certificates
- I - Interview
- R – Reference