**JOB DESCRIPTION**

**Post title:** Trust Finance Assistant

**Academy:** Trust Support Team

**Working time:** 37 hours per week term time only + 2 weeks

**Pay range:** Grade 4

**Reporting to:** Finance Manager

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**Main Purpose of the job:**

To provide financial support for the Trust and its academies primarily through assisting with and maintaining the purchase ledger and processing invoices.

**Key Responsibilities:**

* To process orders and invoices for the Trust Support Team on the financial management system.
* To process invoices for the academies in the Trust as invoicing across the Trust is centralised and resolve outstanding queries.
* To prepare and process payment runs on the financial management system and upload these to commercial banking online ready for authorisation, investigating any rejected payments.
* Process refunds for academies as necessary
* To maintain the purchase ledger for all the academies in SNMAT, ensuring that this is kept up to date including verifying bank details with suppliers.
  + To assist with preparations for the internal controls programme and main audit, which includes collating information on behalf of the Trust to provide to external auditors.
  + To assist with supporting the academies using the financial management system and correct processing errors as appropriate, in relation to the purchase ledger.
  + To assist with the completion of the month end processes and reconciliations where necessary.
  + To assist with the Sales Ledger.

**General Office Administration:**

* To assist the other members of the Trust Support Team as required.
* Answering general phone queries
* Monitoring the generic email inboxes and responding to or referring queries as required.
* Support with ad hoc arrangements for Trust meetings e.g room set up/take down

**Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

This job description is current at the date below and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CEO Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

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| **Qualifications & Experience** | **Essential** | **Desirable** |
| Good skills in basic literacy and numeracy – Grades A\*-C GCSE in English and Maths | X |  |
| Finance qualifications eg AAT level 3 |  | X |
| Experience of creating and using existing spreadsheets using Microsoft Excel | X |  |
| Experience of prioritising work to meet tight deadlines | X |  |
| Experience of working with confidential information | X |  |
| Previous experience of using financial management systems, including the inputting and extraction of data | X |  |
| Previous experience of using payroll systems, including the inputting and extraction of data |  | X |
| Previous experience of working in a similar role within a finance department |  | X |
| **Skills & Knowledge** |  |  |
| Excellent organisational skills | X |  |
| Excellent attention to detail | X |  |
| Good IT skills including MS Word, Excel and accounting systems | X |  |
| Knowledge of PS Financials software |  | X |
| Ability to develop and maintain clear record keeping systems, including basic databases |  | X |
| Ability to work independently as well as part of a team | X |  |
| **Aptitude** |  |  |
| Interest in financial administration and management | X |  |
| Ability to demonstrate initiative, be proactive and offer a solution-oriented approach | X |  |
| Determination and commitment to high quality standards | X |  |
| Ability to establish effective working relationships with all Academy stakeholders | X |  |
| Ability to prioritise work, meet deadlines and work calmly under pressure | X |  |
| Self-motivation, flexibility and enthusiastic approach to work | X |  |