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| **Pay Range** | Apprentice |
| **Responsible to:** | Finance Manager  |

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| **Main Purpose of Post** |

* To work with the Chief Finance Officer and the Trust Finance Team to provide support to all central Trust and individual Academy staff.
* To support the team in financial transactional and administrative tasks.
* To provide excellent customer service to all external and internal stakeholders, investigating through to resolution all transactional queries.

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| **Standards and Expectations**  |

* Be an excellent role model, exemplifying the Trust’s values and behavioural standards. Demonstrating high personal and professional standards and promoting high expectations for all members of the Trust.
* Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
* Regularly review own practice, set personal targets and take responsibility for own personal development.

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| **Key Areas of Responsibility:**  |

 ***Financial, Transactional and Administrative Responsibilities***

* To assist in the processing of all Trust and Academy invoices onto the purchase ledger in a timely manner.
* To support in the preparation and upload to the bank, weekly and ad hoc payment runs, ensuring suppliers are paid within agreed terms and in accordance with the Trust procurement regulations.
* To provide excellent customer service to all external and internal stakeholders, providing first line support for all transactional queries, and escalating queries where required to the MLT Finance Manager.
* To support in requesting and processing of supplier credit notes where required.
* To assist in the review of aged creditors listing on a regular basis.
* To process new supplier requests, providing support in ensuring all validation checks are completed in line with Trust Financial Regulations.
* To raise Trust and Academy requisition orders and receipt goods and services where required, ensuring accurate coding of all costs.
* To raise sales ledger invoices as required, ensuring accurate coding of income.
* To assist in the review of the aged debtors listing on a regular basis.
* To support Academies in the day-to-day operation of the Parentpay system.
* To support the Directors of Finance and Finance Manager in the preparation of all relevant regulatory returns.
* To support the delivery of ad hoc finance and procurement projects as required.
* To undertake all financial and transactional administrative tasks when required, e.g. filing and archiving of financial information.
* To provide support to all central Trust and individual Academy staff with regards to Trust Financial Regulations and finance systems

*Other considerations*

* To work from an identified MLT Office location.
* To undertake any other duties and reasonable requests that are in keeping with the nature of this post.

***A: Securing Policies and Compliance***

* To apply Academy and Trust wide policy and procedures.
* To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
* To ensure compliance through quality assurance and evaluation

***B: Engagement with Stakeholders***

* To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
* To provide reports and updates to Leaders in relation to area of responsibility.
* To set clear standards for and expectations of communication with parents and other key stakeholders ensuring follow up is timely, effective and appropriate.
* To work collaboratively with others to deliver added value to the Academy and Trust.
* To understand the changing community and ensure stakeholder satisfaction.