



Finance Assistant

JOB DESCRIPTION

Line of responsibility:

The Finance Assistant role sits within the Trust's Finance Team. The post holder will report to the Senior Finance Manager.

Salary: Scale 4 - 6 Points 7-20 **£23,400 - £29,502 (depending on experience)**

Working hours: This is a full time post with reference to the Trust's relevant terms and conditions of employment. The normal working days are Monday to Friday and the normal working times are 8.30am to 4.30pm.

Work location: The post will be based at the Trust's Head Office (World Business Centre 3, Newall Road, Hounslow, Middlesex, TW6 2TA). From time to time the post holder may be required to work at other establishments of the Trust (most particularly its academies) and other locations.

Terms and conditions of employment:

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

Job purpose:

Under the overall direction of the Senior Finance Manager the Finance Assistant will be responsible for processing financial transactions which includes; raising purchase orders, placing orders and entering invoices for several academies and our Central Office in addition to the tasks listed below.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

- Daily processing of receipts and direct debits
- Maintain filing systems
- Assist with month-end duties
- Assist with audit tasks
- Query resolutions
- Communicate extensively with suppliers and academy staff in order to resolve issues and problems
- Liaising with relevant academies to resolve outstanding queries and investigate discrepancies

Purchase Ledger - Ensure that all invoices and credit notes are accurately processed on the purchase ledger and authorised for payment in accordance with company procedures (WAP web authorisation).

- Check, code and process supplier invoices and employee expense claims correctly, and in a timely manner

- Match purchase orders to invoices
- Ensure that invoices are distributed to the appropriate person and payment approval is obtained
- Dealing with payment enquiries from suppliers and contacting suppliers for copy invoices/statements as required
- Resolve queries on the aged creditor report
- To be able to prepare BACS payments to suppliers

Charge Card - Process charge card purchases

- Ensure relevant supporting documentation is provided
- Reconcile to monthly statements

Expense claims

- Ensure that all expense claim forms are processed in accordance with the Trust Expenses Policy and relevant documentation is supplied

Sales Ledger

- Raising invoices to customers
- Chasing outstanding payments as required

General:

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters.

Person Specification: Finance Assistant

Assessed at application stage (A) Assessed at interview/task stage (I)

Criteria	Essential	Desirable
Qualifications / Education		
AAT qualified (or working towards this) or equivalent bookkeeping/finance experience.	AI	
Experience		
Experience of using accounting packages.	AI	
Sage 200 Accounting Software experience advantageous.		AI
Skills, Abilities and Knowledge		
Good knowledge of finance systems – nominal, purchase and sales ledger and cashbook.	AI	
Strong reconciliation, mathematical and organisational skills, with a keen eye for detail.	AI	
Research and problem solving skills.	AI	
High level interpersonal skills and ability to network effectively with all key stakeholders in a large organisation.	AI	
Ability to prioritise workload and meet tight deadlines.	AI	
Excellent communication skills, including the ability to prepare clear and precise information for budget holders.	AI	
Hands-on approach, enthusiastic, driven and willingness to learn.	AI	
Understanding of the need for confidentiality and the ability to maintain confidentiality as appropriate.	I	
Strong IT skills across Microsoft and Google products (most particularly, Excel, MS Word, Google Drive and Google Docs).	I	