



Academies Trust

Finance Assistant

**Level 3. Salary range: £20,092pa-£24,491pa
37 hrs pw.
(Permanent)**

PURPOSE OF ROLE

You'll assist in efficiently processing orders, invoices, deliveries, income, petty cash, chase debtors and undertake other finance administration, as directed by the Business Manager..

You'll assist in efficiently processing payroll and pension changes, liaising with the payroll provider, dealing with queries and undertake other payroll administration, as directed by the Business Manager.

Line Manager | Business Manager – Co-op Academy Grange & Co-op Academy Southfield

Location | Bradford, West Yorkshire

KEY ACCOUNTABILITIES (and specific duties/ responsibilities)

- To support in the management of the Academies budgets as directed by the Business Manager
- Input of standing information to Civica Finance system (suppliers, debtors, journals, cashbook entries) in accordance with procedures
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation ready for payment
- Reconciling supplier statement, investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received
- Ensure invoices are paid within specified time limits
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors
- Chasing Debtor payments
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank
- Maintaining a detailed record of non-invoiced income relating to School Extra-curricular Clubs, Trips etc. including fund raising initiatives

PERFORMANCE MEASURES

- Contribute to the development and implementation of financial reporting and procedures.
- Support the effective use of financial procedures, reporting and use of financial systems.
- Ensure effective communication and reporting in financial matters.
- Contribute to Ofsted inspection, ESFA and financial audits delivered – with positive feedback in relation to the region.



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- Assist with month end procedures including bank and other reconciliations and posting of journals as required
- To assist with the monthly VAT analysis submitted to the Trust
- To maintain an accurate filing system suitable for audit purposes
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff
- Administration of the full payroll cycle in line with the Trust's policies and procedures, ensuring accurate, timely and proper processing of salaries, allowances and that any other additional payments or deductions are correctly processed.
- Manage all pension administration and correspondence in conjunction with external Payroll Providers.
- To operate flexibly and, in particular, to assist at peak times with budget preparation
- Ensure confidential, tactful and secure management of sensitive information
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust; and
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academies Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post