

Job Title:	Finance Assistant
Location:	Trust Shared Services Offices – Colonel Frank Seely Site
Salary:	The Redhill Academy Trust Pay Scale, Band 6, Scale Points 29-32
Hours of Work:	37 hours per week, 8.00am – 4.00pm (3.30pm on Friday)
Responsible to:	Finance Transaction Manager

Post Objective: To assist the finance function of the Trust by processing transactions and resolving orders and supplier queries from staff and third parties.

Main Duties and Responsibilities:

Undertake day to day administration of the Trust's financial transactions including:

- Processing purchase orders for the Trust and academies where required
- Resolving queries from staff and suppliers regarding orders
- Monitoring and resolving queries from the Trust Orders inbox
- Monitoring and resolving queries from the Trust Finance inbox
- Processing supplier invoices
- Processing supplier credit notes
- Processing BACS payment runs to suppliers
- Answering queries from suppliers, contractor, and other business departments about accounts payable or payments made
- Where required, assist with the information requests from Internal and External Audit under the direction of the Finance Transactions Manager and Deputy Director of Finance

General

- Liaison with other departments and non-teaching staff over matters relating to Finance and whole-academy issues.
- To uphold and actively support the Trust's policies and procedures.

Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.