

Finance Assistant (with Apprenticeship) - Job Description

Job Title: Finance Assistant

Job Type: Full-time, Fixed Term Contract then permanent once apprenticeship successfully completed

Role Overview

As a Finance Graduate Apprentice, you will be an integral part of our Finance team, gaining practical experience across various functions. This role is designed to provide you with a comprehensive understanding of finance within a corporate environment, including financial analysis, reporting, auditing, budgeting, and more. You will work closely with experienced professionals and receive tailored training to develop your skills and knowledge.

General Purpose of Job

Assist the Finance Department in the provision of timely and accurate financial support to customers in various parts of the College and Academy Trust Schools.

Functional Links

The post holder will liaise with College and School staff, students, Governors, parents, carers, professionals, suppliers, customers, volunteers and visitors to maintain the high standards of Orchard Hill College and Academy Trust.

Reporting Relationships

The Finance Assistant will carry out work under the direction and supervision of the Finance Officers.

Duties and Responsibilities:

Assist the Purchase Ledger and Purchase Order Function

1. Upload all invoices onto the finance system for budget holders' authorisation
2. Ensure invoices are matched with delivery notes and official orders
3. Dealing with supplier queries in a professional manner
4. Reconciliation of supplier statements
5. Reconciliation of purchase orders
6. Assist the PO management process and PO reports

Assist the Expense Function

7. Review VAT receipts/invoices on the expense system
8. Communicate with colleagues for any outstanding receipts/invoices
9. Assist the credit card administration, such as new cardholders, leavers, change of spend limits
10. Assist the preparation of monthly expense journals and ensure VAT is properly accounted for in line with the MTD rules
11. Update records (computerised and manual) with details of telephone calls and other communication

Assist the Asset Management Function

12. Carry out inventories audit, tagging of assets, and producing reports

Assist the Reconciliation Function

13. Reconcile supplier balances to trade payables
14. Reconcile customer balances to trade receivables
15. Reconcile credit card payment to credit card control account

Assist the financial reporting and auditing

16. To undertake routine clerical tasks, including word processing, filing and dealing with telephone enquiries and emails, when required.
17. Assist in preparing monthly, quarterly, and annual financial reports, ensuring accuracy and compliance with relevant accounting standards.
18. Assist in internal and external audits by providing necessary documentation and supporting information.
19. Assist in financial analysis and modelling to support business decision-making, including variance analysis and performance tracking.

Other duties:

20. To work both as part of a team
21. To develop and maintain positive and productive working relationships with colleagues and customers.
22. To maintain information in a confidential manner
23. To maintain accurate accounting records in the performance of duties
24. To demonstrate a commitment to safeguarding children and vulnerable adults
25. To carry out all duties in accordance with College and School policies and all other
26. To carry out other such similar duties that may be reasonably required by the Finance Officer