



Finance Assistant / Junior Management Accountant

Role Outline

January 2025

Finance Assistant/Junior Management Accountant

- West London Free School Primary
- Earl's Court Free School Primary
- Kensington Primary Academy

Time Commitment

Full time position 37.5 hours per week (five days per week), term time plus six weeks. Term time only is also an option, as is a part-time role.

Reports to: the Senior Management Accountant

Main responsibilities

1. London Primary Schools

- Administration and processing of expenses, invoices or other expenditure recording including charge card statements. This includes managing the approval process for all invoices.
- Prepare online payments for authorisation by the Chief Financial Officer and/or Senior Management Accountant.
- Use the school's online payments system, ArborPay, to monitor amounts owing and chase parents in arrears.
- Prepare recharge invoices and clear the recharge accounts on a regular basis..
- Assisting with ArborPay, including assigning pupils to payment items, processing adjustments, archiving items and other general maintenance.
- Recording and banking of any cheque or cash income.
- Dealing with suppliers regarding delivery of orders, queries on invoices, requesting credit notes where appropriate.
- Monthly reconciliation of the bank accounts and charge cards for each school
- Other administrative tasks as necessary, including primary school Oyster card management

2. Procurement

- Support the Senior Management Accountant/Finance Director/Operations Director in ensuring each department complies with the School's procedures when it comes to purchasing goods and services, as set out in the Financial Regulations and Scheme of Delegation.
- Raise purchase requisitions in Approval Max and once approved, place orders with suppliers.

Review

This role outline is not definitive and will be subject to regular review.



King's Cloisters
5-6 King Street Cloisters
King Street
London
W6 0GY
T 020 8600 0675
www.knowledgeschoolstrust.org