

Location: Redhill Academy Trust's Central Offices, Calverton, Nottingham

Salary: The Redhill Academy Trust Pay Scale, Band 6, Scale Points 28-32

Hours of work: 16 hours per week, term time only

Responsible to: Finance Transaction Manager

Post objective: To assist the finance function of the Trust by processing invoices and purchase orders to ensure timely recording of expenditure.

Main Duties and Responsibilities:

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

- Processing invoices to make sure payments are correct and on time.
- Processing supplier credit notes.
- Processing BACS payment runs to suppliers.
- Reconciling supplier statements to the purchase ledger.
- Resolution of invoice queries.
- Answering queries from suppliers, contractors, and other business departments about accounts payable or payments made.
- Processing purchase orders.
- Where required, assist with the information requests from Internal and External Audit under the direction of the Head of Finance.

General

- Liaison with other departments and non-teaching staff over matters relating to the purchase ledger.
- 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.