**JOB DESCRIPTION: AAT TRUST FINANCE ASSISTANT**

**Location:**  Central Trust – Twickenham

**Post title:** AAT Trust Finance Assistant

**Contract:**  Permanent

**Grade:** *NJC 12-15*

**Hours of duty:** 36 hours per week but part-time may be considered

**Reports to:** Finance Director

**Collaborates with:** Trust Finance Manager

**General Overview**

* To oversee the maintenance of accurate Trust wide finance systems.
* To ensure timely processing and payment of all Trust transactions.
* To advise and support Trust staff on any budget issues.

**Finance Assistant responsibilities include:**

* Overseeing daily purchase transactions ensuring that all commitments are recognised by:
* Maintaining the Purchase Ledger on PS Accounting, including inputting all supplier transactions. By setting up suppliers and completing supplier account applications and completing direct debit mandates where necessary. Inputting invoices and attaching all invoices in PSF.
* Ensuring all invoices and expenses are authorised and coded correctly, including staff expenses.
* Preparing the BACS payment file ready for processing.
* Preparing supplier and staff expenses payments in line with payment policies.
* Recognising commitments by raising purchase orders in line with the finance policy. Once purchase orders / requisitions is raised, place orders with suppliers, input goods received notices and direct the goods to the recipient.
* Undertaking all online ordering.
* Ordering pupil specific and therapy items and then raise invoices to claim for re-imbursements from Local Authority based on funding agreements.
* Ordering on behalf of school parent support organisations and claim reimbursement.
* Undertaking monthly monitoring of outstanding commitments and writing off closed purchase orders.
* Monthly monitoring of aged creditors.
* Overseeing sales transactions by:
* Maintain the Sales Ledger in PS Accounting, including raising all sales invoice transactions, lettings invoices, inputting sales receipts.
* Review all Sales ledger Debtors (including lunch and activity debtors) - highlighting outstanding debts and recovering monies owed.
* Raising Sales invoices (recharge invoices for shared contracts/facilities)
* Input all Other Income transactions on PS Accounting (Nominal receipts).
* Oversee cash and bank transactions by:
* Inputting all cash transactions and maintain files of cash receipts and petty cash payments.
* Banking excess cash as necessary.
* Maintaining the petty cash ledger on PS Accounting, inputting all petty cash income and expense transactions.
* To assist with the preparation of accurate monthly accounts with all supporting reconciliations by:
* Completing the bank reconciliation, verifying back to the trial balance.
* Completing the monthly petty cash reconciliations.
* Review all debtors (including lunch debtors), highlighting outstanding debts and recovering.
* To assist with the monitoring of annual budget by monitoring spend against individual cost centre budgets and sending out budget statements to budget holders.
* To liaise with auditors as required by providing administrative finance support during the interim and year end audits. Assisting with the additional requirements of year end (providing some accruals and prepayments information).
* To support on all aspects of the implementation, roll out and maintenance of Trust wide finance systems by identifying and supporting the implementation of system efficiencies such as Requisition and Budget Holder Purchase Order processing.
* Producing a termly finance timetable for staff (deadlines for orders/submitting staff expenses)

**Other**

* Clubs Payments – To assist with the administration of club financial management, with reconciliation and input to PS Accounting.
* Lunch Administration – Support with the administration of lunches including communication with parents (via School Receptionist / Administrators) and payments (ParentMail) as appropriate, with reconciliation and input to PS Accounting.
* Parent Payments – Support with the administration of online parent payments, with reconciliation and input to PS Accounting.
* Cool Milk Scheme / School Fruit Scheme – support with the administration of the scheme as appropriate.
* Maintaining the trip's ledger.
* Record keeping and filing, archiving and confidentially destroying aged documents.

**Policies**

* Provide support to update and implement Finance policies.

**Continuing Professional Development**

* In conjunction with the Line Manager, take responsibility for personal professional development, keeping up to date with research and developments related to school and/or Trust wide efficiency, which may lead to improvements in the day-to-day or long-term running of the Trust / schools.
* Undertake any necessary professional development taking full advantage of any relevant training and development available.

**Other professional requirements**

* To maintain complete confidentiality at all times.
* To establish effective working relationships with all colleagues within the Trust.
* To assist colleagues, in school and within the Trust, in their duties in times of pressure.
* To use own initiative when necessary.
* To participate in the community life of schools and the Trust.
* To set a good example in terms of personal presentation, attendance and punctuality.
* To undertake other duties as reasonably directed by Senior Leadership.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.