

TRUST FINANCE ASSISTANT– JOB DESCRIPTION

Salary £25,119 - £27,803

36.5 hours per week – All Year Round

JOB PURPOSE

Reporting to the Trust Finance Manager, the Trust Finance Assistant principal responsibilities are:

(Covering Trust and all academies within the Trust)

1. Purchase Ledger

- Ensure that purchase requisitions are received from academies and processed on the accounting system in a timely manner
- Ensure that all purchase requisitions have been approved by the appropriate budget holder and in line with the academy's scheme of delegation
- Place orders with suppliers and send all approved Purchase Orders to suppliers as appropriate and resolve any follow up issues
- Receive and process all invoices for academies within the Trust, ensuring that the goods/services have been received and the expenditure has been approved
- Ensure that all expenditure is recorded against the relevant nominal code and cost centre, and that the correct VAT code is used in according to issued guidance
- Receive, check and post all staff expense forms, ensuring appropriate approval from the Trust Finance Manager is received beforehand
- Assist the Trust Finance Manager with preparing weekly BACS payment
- Send payment remittances to suppliers
- Receive and check all statements from suppliers and follow up with suppliers
- Resolve any issues that arise with regards to creditors and raise any significant problems to the Trust Finance Manager for resolution
- Create new supplier accounts in accordance with issued guidance
- Ensure all supplier data and contact details are accurate and up to date
- Regularly review and action outstanding Purchase Orders and Deliveries

- File all invoices, POs, requisition forms and other Purchase Ledger documents electronically and in paper form

2. Sales Ledger

- Assist with raising sales invoices as directed by the Trust Finance Manager
- Issue all approved sales invoices to customers promptly
- Send regular statements and chase overdue invoices
- Ensure all income is recorded on the accounting system against the relevant nominal and department codes, ensuring the correct VAT is used in accordance with internal Trust processes and guidance issued by the Trust Finance Manager

3. Bank account

- Ensure remittances and paying-in-slips are received from academies and post on the accounting system
- Post all income against the relevant nominal and department code and ensure the correct VAT code is used, in accordance with internal Trust processes and guidance issued by the Trust Finance Manager
- Assist the Trust Finance Manager in preparing all requests for payments from academies
- Post all payment journals on the accounting system in a timely manner
- Assist the Trust Finance Manager in preparing the credit card returns

Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

To ensure all tasks are carried out with due regard to Health and Safety.

To adhere to the ethos of the Trust, to promote the agreed vision and aims of the school. To set an example of personal integrity and professionalism.

Any other duties as commensurate within the grade in order to ensure the smooth running of the Trust. The job description is not necessarily a comprehensive definition of the post. It will be periodically reviewed and subject to modification after consultation with the post holder.

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English

Signed Date