

Date	November 2024	Salary Grade	A30 - A37
Accountable to	Finance Director	Hrs per week/Weeks per year	37.5 hours per week 52 weeks per year
In liaison with	Finance Team	Salary	£35,638.68 - £43,078.49

**Purpose of the Post: To work across the academies and Trust office to undertake the following:**

- **General Finance:** Undertake the accurate accounting of all aspects of academy finance in line with Academy Trusts Handbook.
- **Purchase Order System:** Assist with training school based staff with Purchase Requisitions/Orders.

- **Other Funding Streams:** Organise and correctly account for all other income/expenditure streams for academy services; after-school clubs and class visits/visitors
- **SchoolComms and Credit Cards:** Oversee Schoolcomms, manage and process credit card payments.
- **Year end and Audit:** Engage with all audit and control reviews, preparing papers and records as required

**Main Duties:**

**General Finance:**

- Promptly process all invoices using the Trust's Finance System (Access).
- Process Central non order invoices
- Liaise with suppliers as necessary.
- Create BACS for payment of invoices and work with Trust Finance Director to approve it.
- Prepare and organise paperwork in relation to finances/audits/governance reports, exercising complete discretion and confidentiality. Ensure timely and effective support to the Finance Director to ensure all deadlines are met.
- Work with the Finance Director and Principal in the preparation, supervision and maintenance of the academy budget, assisting with the preparation of the annual accounts and balance sheet when necessary.
- Prepare Bank Reconciliation on Access Finance.
- Administer Accounts Inbox, ensuring all messages are dealt with appropriately including forwarding to the correct member of staff.
- Process other Trust invoices as and when requested by Finance Director.
- Ensure fixed asset purchases are entered on the fixed asset register at point of invoice processing.
- Ensure timely and accurate month end close.

**Purchasing:**

- Train staff on Access Finance to raise Purchase Requisitions/Orders
- Ensure ordering process is followed
- Send approved Purchase Orders to suppliers
- Assist with Purchase Order queries

- Ensure commitments are cleared from the system so remaining budget is correct.

**Other Funding Streams:**

- Ensure after school clubs, school trips and catering are accounted for correctly.
- Ensure prompt banking of collections and requests for transfers to charities.

**Finance System:**

- Set up suppliers in Access, including obtaining bank details from suppliers
- Supplier and staff liaison including invoice queries and statement checking.
- Prepare payment run.
- Scan all invoices onto Access Finance.
- Enter Direct Debits to Access Finance.
- Reconcile creditor accounts.
- Raise Sales Invoices and reconcile debtor accounts.
- Raise journals as directed by Finance Director.

**SchoolComms and Credit Cards and Debt:**

- Liaise with staff with relation to trip and ASC payments, including identifying outstanding payments that require chasing.
- Liaise with parents in relation to SchoolComms and Childcare Voucher payments and queries.
- Ensure leavers have no outstanding balance and offroll from SchoolComms
- Liaise with parents regarding queries and account balances.
- Reconcile Trust credit cards.
- Account for all credit card usage, ensuring all payments are pre-authorised and accounted for with a purchase order.

**Year End and Audits:**

- Process all invoices in a timely manner, ensuring items are entered into the correct accounting period.
- Identify and calculate prepayments and accruals for posting into accounts.
- Review outstanding commitments to identify missing invoice/deliveries
- Prepare papers for auditors
- Assist Finance Director with Year End Accounts and Audits
- Co-operate with Trust auditors

**Other Responsibilities:**

- Contribute to the overall ethos/work/aims of the school and foster a welcoming atmosphere for parents and visitors in the academy office.
- Establish constructive and professional relationships with other professionals within and outside the academy.
- Work in a supportive manner facilitating a team approach within the administrative department.
- Participate in meetings and training as and when required.

Signed \_\_\_\_\_

**Undertake any other task to support the Trust or academy as instructed by the Finance Director.**

Date \_\_\_\_\_