

Job Description – Hartley Primary Academy

Job Title: Finance Assistant
Reporting to: Finance Manager
Working basis: Part-time, Term Time + 3 weeks

Key accountabilities:

- Process orders (including credit card orders) onto PSF passing any queries to Finance Manager for resolution. Email orders to suppliers
- Process invoices, matching to orders and deliveries. Resolve queries and ensure correctly authorised before posting onto PSF
- Liaise with suppliers regarding queries on orders, invoices and payments
- Reconcile supplier statements to PSF
- Check employee expense claims and ensure correctly authorised and coded before posting onto PSF
- Prepare weekly payment runs on PSF and upload onto HSBC. Ensure payment runs are correctly authorised
- Process Parent Pay receipts weekly
- Review trip balances regularly and follow up non-payment appropriately
- Process all monies for banking on a weekly basis (including trip receipts, sales ledger receipts and sundry receipts). Prepare banking and post onto PSF
- Ensure sales ledger invoices are issued promptly and follow up non-payment appropriately
- Review the bank account on a weekly basis ensuring all direct debits and direct credits are posted onto PSF promptly
- Prepare monthly bank reconciliation for review by the Finance Manager
- Maintain control of petty cash and prepare monthly reconciliation
- Compile monthly additional hours' spreadsheet
- Open and distribute finance office post
- Assist the Finance Manager in other duties as required

Necessary experience

- Knowledge of academy finance procedures
- Computer literate and experience in using finance packages, spreadsheets and word processing documents
- Excellent communication skills and the ability to work with a wide range of stakeholders
- Ability to work under pressure
- Ability to prioritise workload and to work to deadlines using own initiative to problem-solve
- Flexible and reliable

Notes: The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.