

Date	February 2023	Salary Grade	A35-A41
Accountable to	Finance Director	Hrs per week/Weeks per year	37.5hr wk; 52 wks per yr.
In liaison with	Finance Team	Salary	£36,169 - £42,378

**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 Trust financial regulations
- **Purchase Order System:** Assist with training staff and Purchase Order System Administration

- **Income Streams:** Organise and correctly account for all income streams for Trust.
- **Account reconciliations:** Manage Bank account and other account reconciliations
- **Debt:** To address outstanding debt to ensure no accruals in all areas of academy finance.
- **Year end and Audit:** Engage with all audit and control reviews, preparing papers and records as required

### Main Duties

#### Staff Supervision:

- Supervise Academy Finance Assistants
- Provide support and guidance to Finance Assistants
- Manage month end process and ensure timetable is followed
- Manage Year End process
- Assist with queries that Finance assistants are unable to deal with

#### General Finance:

- Process invoices as necessary
- Liaise with suppliers as necessary.
- Process BACS payments on bank once approved by Principals/Finance Director
- Process payroll, pensions and NI/PAYE onto bank account
- Process monthly accruals/prepayments and depreciation.
- Review accounts to ensure correct bookings
- Prepare and organise paperwork in relation to finances/audits/governance reports, exercising complete discretion and confidentiality.
- Work with the Principals and Finance Director in the preparation, supervision and maintenance of the academy budget, assisting with the preparation of the annual accounts and balance sheet when necessary.
- Maintain cost centres, identifying account transfers and virements between cost centres after approval from Trust Finance team, Governors and Cost Centre Holders as appropriate.

- Oversee Accounts Inbox, ensure all items are dealt with or flagged
- Ensure fixed asset purchases are entered on the fixed asset register at point of invoice processing.

#### Purchase Order System:

- Train staff on PS Purchasing
- Ensure ordering process is followed
- Email approved Purchase Orders to suppliers
- Ensure commitments are cleared from the system so remaining budget is correct.

#### Account reconciliations

- Reconcile bank account
- Reconcile VAT account
- Reconcile SchoolComms to PSF
- Reconcile fixed asset register
- Reconcile Accruals and Prepayments control accounts
- Reconcile Payroll control accounts
- Review purchase and sales ledger to ensure no discrepancies
- Reconcile Trip Accounts to ensure costs are covered
- Reconcile Music lessons accounts to ensure costs are covered
- Reconcile other activity accounts to ensure costs are covered

#### Purchase Ledger

- Check new suppliers on PSF, enter bank details once confirmed
- Supplier and staff liaison including invoice queries and statement checking.

### **SchoolComms and Credit Card**

- Assist with calculating trip and other payment items costs.
- 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.
- Manage academy credit card, ensuring it is kept secure and use appropriately.

### **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 and Finance Officer with Year End Accounts and Audits
- Co-operate with Trust auditors

### **Other Responsibilities**

Signed \_\_\_\_\_

Date \_\_\_\_\_

- 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.

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