

Date	February 2023	Salary Grade	A30 - A37
Accountable to	Finance Director	Hrs per week/Weeks per year	37.5hr wk; 52 wks per yr.
In liaison with	Finance Team	Salary	£33,780 - £40,832

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

- **General Finance:** Undertaken the accurate accounting of all aspects of academy finance in line with Federation financial regulations
- **Purchase Order System:** Assist with training staff and Purchase Order System Administration

- **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 academy delivery notes and invoices using the academy purchase order system (PSF)
- Process Central non order invoices
- Liaise with suppliers as necessary.
- Create BACS for payment of invoices and work with Trust Finance Officer/Principal 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 principal to ensure all deadlines are met.
- Work with the Principal and Trust Finance team 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.
- 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 Officer
- Ensure fixed asset purchases are entered on the fixed asset register at point of invoice processing.
- Ensure timely and accurate month end close.

Purchase Order System:

- Train staff on PS Purchasing
- Ensure ordering process is followed

- Email 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.
- Liaise with Principals to discuss parent payments and ensure maximum income.
- Ensure prompt banking of collections and requests for transfers to charities.
- Assist with booking of trips and workshops, including checking trip form. Check trip budget is being fully utilised and ensure teachers are accountable and all money is collected. Ensure orders are booked and invoices processed properly.
- Oversee all finances for all residential visits ensuring full payment before leaving.

Purchase Ledger:

- Set up suppliers in PSF, including obtaining bank details from suppliers and send to Trust Finance for processing.
- Supplier and staff liaison including invoice queries and statement checking.
- Prepare payment run.
- Post payment run once paid.
- Email remittances
- Barcode, scan and file invoices
- Ensure all payments are allocated on the purchase ledger.
- Reconcile creditor accounts

SchoolComms and Credit Cards and Debt:

Support school staff with relation to setting up items on SchoolComms. Calculate payment schedules and instalment calculations.

- 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.
- Manage academy credit card, ensuring it is kept secure and use appropriately.
- Account for all credit card usage, ensuring all payments are pre-authorized and accounted for with a purchase order.
- Address all areas of debt owed, arranging meetings where necessary in liaison with SLT/principal

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:

- 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.

Signed _____

Date _____