

	EDMONTON ACADEMY TRUST JOB DESCRIPTION	
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Post Title: Finance Assistant

Grade: Scale 4

Hours: 36 hours per week / 40 weeks per year

Reporting to: Finance Officer

Accountable to: Finance Officer & Chief Operating Officer/Chief Finance Officer and ultimately the Chief Executive Officer.

Accountable for: Effective processing of academy purchases and day to day running of the finance office.

Core purpose

Teaching and Learning is the core purpose of the school. The Finance Team provides a range of services which support the running of the academy and ensure its statutory financial obligations are met. The purpose of this post is to assist in the day-to-day management of the ordering, payment and income systems of the school's finance office to ensure it continues to meet the needs of the academy/trust.

The specific responsibilities and duties associated with this role include:

The role of Purchase Ledger Clerk will include the following areas:

Professionalism

- Ensure the finance office provides a professional service to staff, students and parents at all times.

Financial Management System/Purchasing

- Ensure the school's prime financial system (PS Financials) is kept promptly and accurately updated with ordering and payments transactions.
- Ensure all transactions are processed in accordance with the Trust's policies and financial regulations to the appropriate cost centre and nominal codes.
- Responsible for ensuring all purchases are processed appropriately via the financial system.
- Responsible for ensuring all purchase orders are appropriately approved via the PS Purchasing Portal.

School Trips

- Undertake finance tasks related to the expenditure and income for school trips using the PS Financials trips ledger.
- Produce reports of income and expenditure for school trips

Income

- Process the sale of sundry items to students.

Day to Day

- Manage the post coming in to the finance office (by email and paper)
- Responsibility for maintaining a tidy work environment that facilitates access to records as may be required by the CEO and Chief Operations Officer.
- Ensure the safe is kept in good order and that the contents within are appropriate.

Other Duties:

To undertake any duties, which may from time to time be delegated by the Chief Executive, Chief Operations Officer.

This job description is by no means exhaustive, and a degree of flexibility will be expected by the postholder

This job description is subject to amendment from time to time within the terms of conditions of employment, as the needs of the school may require, following consultation with the postholder.

Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.
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