

## Job description - Finance Assistant

### Job purpose

To play an active role in the finance team delivering an efficient, effective and customer focused finance service to all academies within the Multi-Academy Trust while maintaining accurate financial records within the Multi-Academy Trust's finance and accounting system in line with the Trusts financial regulations, policies and procedures.

### Specific responsibilities

#### *Accounts Payable*

- Issue approved purchase orders to suppliers via the email portal.
- Scan, match and process invoices ready for payment, ensuring the invoice is approved for payment in line with the Trust's Financial Regulations Manual and the invoice is coded accurately as per the academies budget.
- Scan, match and process credit notes, ensuring that the credit is coded accurately.
- Process Direct Debit and Standing Order payments on the finance and accounting system, ensuring they are matched to purchase orders and coded accurately as per the academies budget.
- Process staff expense and student bursary claims on the finance system, checking that the form is approved for payment in line with the Trust's Financial Regulations Manual and that each item is coded accurately as per the academies budget.
- Follow up late/missing payment notifications, dealing with suppliers on a day-to-day basis over the telephone and via email.
- Set up account details for new suppliers, checking that the supplier information is complete and accurate and that the appropriate documentation and authorisation is in place.
- Check supplier statements against the purchase ledger, requesting copy invoices for missing payments and ensuring the Trust pays its debts in line with the required payment terms.
- Review purchase commitments on the finance and accounting system as part of the finance teams' month end processing, liaising with the individual academies to determine whether the commitments remain live and clear orders for goods and services that are no longer required.

#### *Accounts Receivable*

- Raise sales invoices to customers as per the Multi-Academy Trust's sales log, ensuring they are coded as per the academies budget.
- Issue sales invoices to customers via the finance and accounting system's email portal.
- Receipt income, matching the receipt to the sales ledger where appropriate and ensuring that each amount is coded accurately as per the academies budget.
- Add income received via the Trust's cashless payment system to the relevant trip/student ledger.
- Investigate unknown income receipts, by contacting providers by telephone to accurately identify the funding source.
- Chase late payments, taking prompt action to ensure all income is received timely.



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- Issue statements to customers as part of the finance teams' month end processing and provide copy invoices on request.
- Set up account details for new customers, checking that the customer information is complete and accurate.

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*Audit and Compliance*

- Assist the Finance Manager with any preparations for audit visits and meeting with the auditor as required.

*Budget Management*

- Prepare and distribute reports to budget holders on a regular basis to assist them in effectively managing their allocated funds.

*Advice and Support*

- Respond to telephone calls and emails into the Finance Helpdesk, escalating calls when appropriate and ensuring responses are provided timely and in line with the team's service level agreement.

*Additional Duties*

- To attend meetings as required
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding
- To perform any task or duty under the reasonable direction of the Finance Director or another member of the Executive team.

*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*



Person Specification - Finance Assistant

A	Training and Qualifications	Essential	Desirable
	Working towards an AAT qualification, or a commitment to obtaining a finance qualification		Y
	A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	Y	
	Commitment to ongoing professional development	Y	

B	Experience	Essential	Desirable
	Experience of working in a financial role in a busy and fast paced office		Y
	Experience of working in a school/educational setting in a financial role		Y
	Experience of working in a Multi Academy Trust financial role		Y
	Experience of processing complex financial information		Y
	Experience of producing and presenting complex financial reports		Y

C	Professional Knowledge and Skills	Essential	Desirable
	Evidence of continuing professional development	Y	
	Ability to manage a varied and complex workload as well as delivering to timescale	Y	
	Ability to produce complex financial information in a logical, user-friendly way	Y	
	Strong ICT skills	Y	
	Excellent verbal and written communication skills	Y	
	Excellent planning and organisation skills	Y	
	Understanding of the funding and financial management arrangements and reporting requirements for academies		Y



D	Personal Attributes	Essential	Desirable
	Willingness to support Catholic life in schools	Y	
	Emotional resilience	Y	
	The ability to self-evaluate and reflect	Y	
	The ability to adapt to changing circumstances and new ideas	Y	
	Attention to detail	Y	
	Excellent numerical skills	Y	
	Integrity and commitment to good governance	Y	
	Ability to be respectful and promote equality of opportunity and diversity	Y	

E	Safeguarding	Essential	Desirable
	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

