



PETERBOROUGH KEYS
ACADEMIES TRUST

Peterborough Keys Academies Trust
Bradwell Road
Peterborough
PE3 9PY

T: 01733 263526 E: info@pkat.co.uk
W: www.pkat.co.uk

FINANCE ASSISTANT

We require a Finance Assistant to join the Finance team to support the financial operation of the Trust. The post will primarily process the financial transactions of the Trust and support all functions performed by the Peterborough Keys Academies Trust (PKAT), PKAT Trading and Jack Hunt School Finance team.

The appointment is for 37 hours per week, 52 weeks per year.

Salary will be paid at NJC SCP Grade 6, Point 7 to 12, (starting point 7)
£22,369 to £24,496 per annum.

The appointment is for 37 hours per week, 52 weeks per year.

- 25 Days holiday per annum, rising to 30 days after 5 years' service.
- Employer Pension contribution of 22% meaning we will save together for your retirement.
 - Life Assurance
 - Occupational Sick pay protecting you and your family.
- Over 250 employee exclusive benefits through our partners Perkbox, including access to discounted cinema tickets, holiday and gym memberships and Wellbeing website.
 - On-site flu vaccinations every Autumn

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Further details and how to apply are available on the Jack Hunt School website:
www.jackhunt.peterborough.sch.uk**

**Closing date: Monday 20 March 2023 at 9.00 am
Interviews will be held soon after closing date**

UNLOCKING  POTENTIAL



**PETERBOROUGH KEYS
ACADEMIES TRUST**

Unlocking Potential

Bradwell Road, Peterborough, PE3 9PY Tel: (01733) 263526 Fax: (01733) 330364 email: info@pkat.co.uk web: www.pkat.co.uk

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post:	FINANCE ASSISTANT
Scale:	NJC Grade 6 Points 7 - 12
Hours:	37 hours per week, 52 weeks per year
Accountable to:	Finance Manager, Peterborough Keys Academies Trust (PKAT)
Date reviewed:	February 2023

Purpose of Job

To support the work of the Chief Finance Officer in the efficient running of the PKAT finance office and to provide support to the efficient operations of the finance function of PKAT and PKAT Trading. The job purpose will focus on processing financial transactions ensuring adherence to financial procedures at all times. Entry will be on either SAGE 200 or the integrated Purchasing Web Portal and filing is electronically using the MS Teams app. This will involve liaison with the four Primary schools which comprise PKAT along with Jack Hunt School.

Main Duties

Along with the other Finance Assistants the following responsibilities will be carried out by rotation:

1. Checking off deliveries against school purchase orders issued, process goods receipts, mark up for departments and contact suppliers with any discrepancies.
2. Dealing with the PKAT Finance inbox and raising Purchase Orders (PO) for JHS departments without access to admin support. Monitoring all incoming emails and dealing with internal and external queries. Entering invoices that match all financial requirements onto SAGE and querying others that do not, returning invoices that are not valid VAT ones or without a PO number to the supplier with standard email explanations, saving invoices in relevant query folder if they require further action before they can be entered.





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3. Set up new suppliers when requested. Check for completed IR35 form if relevant, and follow PKAT bank details verification process. After all checks have been concluded and evidence saved, enter on SAGE for final review by Senior Finance Assistant.
4. Dealing with any queries including those resulting from deliveries from other staff members.
5. Complete PO monitoring spreadsheet and e-mail out POs. Check POs for notes regarding credit card and confirmation orders, tick the relevant box on the monitoring spreadsheet and ensure the invoice date is entered for the first invoice matched to the PO. This enables the CFO to monitor and report to the CEO regarding non-compliance with financial procedures.
6. Prepare JHS banking for both companies reconciling to ParentPay – prepare and upload journals to SAGE and process cash book entries.
7. Completion of monthly PKAT VAT I26 reclaim sheet, including descriptions and VAT numbers in a timely manner. Each Finance Assistant will do this once per quarter to enable the DCFO to upload via the HMRC online portal.
8. Provide information as requested to both internal and external auditors.

All Finance Assistants will carry out the following tasks but the specific schools and companies will vary for each role:

9. Preparing invoices for payment, including updating prepayments once entered on SAGE for PKAT. This involves ensuring the invoices match the POs and goods receipts, have all the elements required by the PKAT Finance Manual and bank details match those stored on the supplier record. Identifying and capturing prepayments by entering the details onto the prepayment spreadsheet and ensuring total amounts entered in release periods equal the invoice net value. Seek authorisation if the invoice value exceeds the PO.
10. Liaison with suppliers regarding discrepancies relating to deliveries and invoicing.
11. Checking statements and dealing with invoice enquiries.
12. Processing credit card purchases for RPS on SAGE. Carrying out the same checks as for other invoices. Reconcile total invoices processed to the credit card statement before processing a purchase ledger payment.
13. Entering direct debit payments for LPS. Carrying out the same checks as for other invoices before entering on SAGE and processing purchase ledger payments.
14. Calculating and processing mileage claims and other staff claims not covered within the payroll process, as cover for other Finance Assistants.





15. Prepare for approval and upload to the bank BACS payment runs, in rota with other Finance Assistants for PKAT company. This involves ensuring all invoices due are entered into Sage, then checking the suggested payment run with documentation stored to ensure each payment is properly supported. Run aged creditors report to reconcile suggested payment total to amount due from the bank ready to forward for checking.
16. Raising cheques and preparing payments for signature for PKAT.
17. Processing ParentPay Settlement receipts and associated purchase invoices, deal with any intercompany issues arising for JHS. Download statements, prepare and upload journals and process cash book receipts and payments.
18. Processing ParentPay Banking receipts, deal with any intercompany issues arising for JHS on a rota with other Finance Assistants. Prepare and upload journal, process cash book entries.

Other duties:

19. Enter journals as necessary.
20. Raising school purchase orders for JHS Departments without access to admin support. Checking correct budget holder is sent the purchase order for authorisation.
21. Work with the PKAT COO to provide support with proactively raising requisitions for Central Trust costs and PKAT Primary lead for Joint Primary School Purchases.
22. Provide general support to the CFO, with particular reference to month end procedures, including:
 - a. Parentpay Settlement and banking downloads for income accrual
 - b. Calculation and recharging of departmental costs by way of journal transfers to departments. These include reprographics, and hospitality costs.
 - c. Review PKAT Trading cost centres to identify prepayments and deferred income.
23. Assisting the CFO in retrieval of information required for budget holders regarding expenditure relating to invoices paid.
24. Provide cover for any aspect of the Finance Team's remit as deemed necessary by the Finance Manager, or Financial Controller.
25. To participate in the school's support staff appraisal scheme and in training courses as and when necessary.





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26. Other duties in the Finance Office, which may, from time to time, be required under the direction of the Finance Manager pertaining to a school or schools within PKAT.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.





APPOINTMENT OF FINANCE ASSISTANT

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Post

We require a Finance Assistant to join a team of seven led by the Chief Finance Officer to support the financial operation of the Trust. The post will primarily process the financial transactions of the Trust and support all functions performed by the PKAT, PKAT Trading and JHS Finance Team.

Please see job description for your information.

Person Specification

The ideal candidate is someone with the following skills, qualities, and experience: -

- GCSE C or equivalent in Mathematics and English Language.
- Experience of working in a finance environment.
- Competent I.T. skills; excel / word and outlook with recent experience of MS Office packages.
- Excellent communication skills.
- A good organiser.
- A desire for high standards of work produced.
- The ability to respond well to periods of pressure.
- The desire to learn and continue to be trained.
- An ability to display initiative.
- Ability to work in a team.
- Have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Although not essential, the following attributes are desirable: -

- Experience of working in a school.
- Qualifications in bookkeeping / finance.
- Experience of SAGE finance package.

You are invited to demonstrate how you fulfil these skills and qualities in your application.

Pay and Conditions of Service

The successful applicant will be employed for **37 hours per week, 52 weeks**. The hours will be agreed as part of the job offer but will be within the following parameters:

- Monday to Thursday 7 ½ hours to be worked between 7.45 am to 5 pm with a 30-minute unpaid break for lunch
- Friday 7 hours to be worked between 7.45 am to 5.00 pm with a 30-minute unpaid break for lunch

Salary is paid at NJC SCP Grade 6, Point 7 to 12 from £22,369 to £24,496 per annum (starting at point 7).

If appointed, you will automatically be enrolled to the Local Government Pension Scheme unless you chose to opt out.



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Your conditions of service will be those agreed nationally for Local Government Employees. The Governors of the school fully recognise appropriate Trade Unions and a mechanism is in place for consultation with union representatives whenever necessary.

If you are appointed to the post, it will be on the understanding that you are prepared, to undergo an Enhanced DBS (Disclosing Barring Services) check and if necessary, a medical examination.

The school has an appraisal system for its employees.

Application Procedure

To apply you will need to go the Vacancies Page on our trust website www.pkat.co.uk/vacancies and click on the relevant post and then click on apply now button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed above.

The closing date for the post is **Monday 20 March 2023 at 9.00 am.**
Interviews will be held on Tuesday 28 March 2023

Thank you in advance for your application. If you have had no response by Friday 24 March 2023 please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, we hope you will obtain a suitable appointment in the very near future.