

Matrix Academy Trust

Job Description –Finance Assistant (Ref: AP3)

Reports to:	Finance Managers
Arrangement	Full time – 37 Hours All year round (including school holidays) 21 days holiday + 9 bank holidays (holiday out of term time only) Working Hours: Monday – Thursday 8.15am – 4.15am, Friday 8.15am – 3.45pm (including a 30 minute lunch)
Location	Matrix Academy Trust, Leamore Lane, Walsall, WS2 7NR
Salary	£18,000
Main Purpose:	To provide finance and administrative support to the trust
Main Activities:	<ul style="list-style-type: none">• Processing of Invoices, checking to purchase orders, ensuring appropriate authorisation in accordance with agreed procedures and timescales• Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received• Liaise with trust bankers regarding transaction detail when necessary• Input of standard information to the Finance system (suppliers, debtors etc.) in accordance with procedures• Ensure all VAT numbers are accurate and up to date• Dealing with queries from suppliers, debtors, budget holders and other staff• Processing of Direct Debits and updating the recurring payment schedule• Annual archiving of financial records including scanning, disposal and rotation• Capture all Capital Expenditure for Finance Officer review• Assist with month end procedures• Reconciliation of Supplier Statements• Monthly reconciliation of aged creditors• Monthly reconciliation of unauthorised invoices on Zahara• Keep accurate data and financial records for all income and expenditure• To work within the parameters of the financial procedures and systems of the trust• Assist in Financial Year End Procedure as directed by the CFO• Proactively implement the trusts financial procedures manual• Provide information to auditors upon request• Assist when needed with the processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales• Assist when needed with the printing of Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as required

General

- Assist with annual Activities Week
- Ad-hoc visits to the bank when necessary

Support to School

- Developing and understanding of Academy policies and procedures, complying with their contents and raising concerns in a timely manner
- Actively participating in the Performance Management processes within the trust
- Identify personal training needs and participate in training and performance development whenever required
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- To undertake any other duties appropriate to the grade of the post. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people
- To undertake any duties reasonably directed by the CEO or CFO
- Job descriptions are subject to annual review

	Essential	Desirable
Skills/Abilities, Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working within a finance department • Understanding of accounting processes and procedures • Ability to work between different sets of data • Good level of competence in Excel, Word and Outlook and computerised accounting software • Good Keyboard skills • Good communication and listening skills • Good organisational skills used in planning own work • Self-motivated and enthusiastic • Ability to work under pressure and meet targets and deadlines • Able to work in a busy office environment that often demands high levels of concentration • Able to respond effectively to changing priorities • A friendly and professional person and demonstrates support and a commitment to providing a quality service 	<ul style="list-style-type: none"> • Relevant qualification • A willingness to learn new skills and undertake relevant professional development • Use of a variety of accounts packages, sage preferable. • Use of an Internet payment service