

Matrix Academy Trust

Job Description – Finance Officer – Accounts Receivable (Ref: FOAR)

Reports to:	Chief Financial Officer
Arrangement	<p>Full time – 37 Hours</p> <p>All year round (including school holidays)</p> <p>21 days' holiday + 9 bank holidays</p> <p>Working Hours: Monday – Thursday 8.15am – 4.15am, Friday 8.15am – 3.45pm (including a 30 minute lunch)</p>
Salary	Scale Group 10 – Spine Point 37-40 – £24,826 to 26,326
Main Purpose:	Manage the Accounts Receivable Section
Main Activities:	<ul style="list-style-type: none"> • Ensure deadlines are met by the AR team • Training of the AR team and school staff (including new staff) • Liaise with trust bankers regarding transaction detail when necessary • Daily Management of the Wisepay System • Year-end completion and closure of School Fund (Wisepay System) • Reconciliation of School Fund Bank Accounts • Review School Fund unreconciled items on a monthly basis for accuracy • Final Submission of Inter-account transactions • Final sign off of Aged Debtor Reports before review by the Head of Management Accounts • Ensure that Debtors are paying promptly and if necessary follow the debtor control process • Reviewing and checking of nominal coding, providing guidance where required and final submission of AR journals • Overseeing AR queries from suppliers, customers, debtors, budget holders and other staff working with the AR team to ensure prompt resolution • Ensure cash has been collected and recorded accurately from each site as per the process and notify relevant parties if not • Keep accurate data and financial records for all income and expenditure • Review and export school fund invoices from Zahara checking for accuracy and validity prior creating a BACS file and passing for payment • Managing the AR section of the SharePoint, providing and developing training, how to guides and policies • Designate and complete necessary work and updates through Teams • Line Manager for AR team • Development with the AR team on procedures for the AR section • Monitor KPI summaries for AR • Create, develop and maintain an AR checklist and calendar

- Monitor and spot check that the correct AR processes are being followed
- Review the input of standard information to the Finance system (debtors etc.) in accordance with procedures
- Monthly School Fund balance review
- Monthly reconciliation of income codes to ensure accuracy
- Posting of cashbook entry
- Dealing with insurance claims when necessary
- Ad-hoc visits to the bank when necessary
- AR use of the online banking facility
- Ensure that trip leaders are receiving budget reports on a timely basis from the AR Assistants with sufficient questions being asked
- Timely reconciliation of charity accounts ensuring payments are made promptly
- Primary Safe Key holder
- Timely review of safe contents producing a written report to the CFO
- Overall Management of the cash collection service
- Proactively promote, implement, operate and maintain the financial procedures manual, ESFA Handbook and systems of the trust
- Ensure that cash is always kept securely and within insurance limits
- Assist in Financial Year End Procedure as directed by the CFO
- Attend monthly team meetings
- Implement Change as directed by the CFO / CEO
- Keep the day to day running of the AR team organised and ensure everything is filed where required
- Actively support good communication practices within your work and promote and maintain good teamwork

Other support to the trust

- Developing and understanding of trust 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 CFO / CEO
- 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 • Experience of managing a fast paced 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 Sage (Accounting package) • Use of an Internet payment service