

Matrix Academy Trust

Job Description –Finance Assistant (Ref: AP3)

Reports to:	Accounts Payable Officer
Arrangement	Full time – 37 Hours All year round (including school holidays) 21 days' holiday + 9 bank holidays Working Hours: Monday – Thursday 8.00am – 4.00am, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Location	Matrix Academy Trust, Leamore Lane, Walsall, WS2 7NR (subject to change)
Salary	Scale Group 4 – Spine Points 13 - 16
Main Purpose:	To provide finance and administrative support to the CFO/ Accounts Payable Officer
Main Activities:	<ul style="list-style-type: none"> ● Processing of Invoices, checking to purchase orders and nominal coding ● 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 ● Input of standard information to the Finance system (suppliers, debtors etc.) in accordance with procedures ● Ensure all VAT numbers and supplier details 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 ● Reconciliation of Supplier Statements ● Monthly reconciliation of aged creditors ● Monthly reconciliation of unauthorised invoices on Zahara ● Develop and advise on AP FAQ's for Sharepoint ● Assist the AP Officer where required in any training of staff ● 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 ● Annual archiving of financial records including scanning, disposal and rotation ● Liaise with trust bankers regarding transaction detail when necessary ● Assist in Financial Year End Procedure as directed by the CFO <p><u>General</u></p> <ul style="list-style-type: none"> ● Annual archiving of financial records including scanning, disposal and rotation ● Provide information to auditors upon request ● Assist with month end procedures ● 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 ● Proactively implement the trusts financial procedures manual

	<p><u>Support to School</u></p> <ul style="list-style-type: none"> • 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 <p>Job descriptions are subject to annual review</p>
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	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 authorisation software