

Matrix Academy Trust

Job Description – Accounts Assistant

Reports to:	Accounts Payable Manager
Arrangement	<p>Full time – 37 Hours</p> <p>All year round (including school holidays)</p> <p>25 days' holiday + 9 bank holidays (Pro-rata)</p> <p>Working Hours: Monday – Thursday 8.15am – 4.15pm, Friday 8.15am – 3.45pm (including a 30 minute lunch)</p>
Location	Matrix Academy Trust, Leamore Lane, Walsall, WS2 7NR
Salary	Scale Group 6 – Spine Point 21-24 £23,410
Main Purpose:	To manage purchasing, debtors, trips and business activities across the trust. Providing reports and information to the Accounts Payable Manager and Finance Director
Main Activities:	<ul style="list-style-type: none"> • Daily management of the Internet Payment and cashless System's • Daily management of school trips, checking costings, investigating variances and providing informed information to trip leaders • Maintaining a detailed record of non-invoiced income (events, charity collections, and any other income) • Processing and generating purchase requests checking for accuracy and processing in a timely manner • Processing and printing purchase orders from requests accurately and sending to supplier within agreed timescales – including credit card orders • Management of purchase card requests and following up for the sufficient backing information in line with the purchase card procedures • Proactively obtain VAT invoices for all purchase card invoices checking to purchase orders with appropriate authorisation • Raise purchase orders to ensure SCITT Placement payments are paid in accordance with payment schedule • Ensuring training bursaries are paid in accordance to the payment schedule (SCITT) • Carry out necessary debtor invoicing in line with the procedure to receive payments in a timely manner, following our debtor control process. • Oversight of any lettings for the trust putting together a schedule • Processing internal recharges of departments and gather inter account transfers ready for AP manager to check and upload • Provide monthly reports for catering, lettings, trips and debtors • Monthly production of non-order list to key stakeholders • Monthly reconciliation of credit card orders and invoices alongside direct debits and recurring payments spreadsheet ensuring invoices are adhering to the authorisation process • Ensuring all month-end deadline are met • Assist of Yooz (Online Purchasing Platform) administration or future systems, setting up and amending users and workflows. • Dealing with queries from schools, suppliers, customers, debtors, trip leaders and other staff members • Manage ad-hoc cash collection service with school, with potential visits to the bank when necessary, and collecting the sufficient documentation for audit

- Be included in the daily rota for management of the central finance email ensuring all information is passed onto or printed accordingly
- Assist AP Manager with the implementation and training of new systems
- Entering month end cashbook and journal entries as well as assisting in the financial year end procedure direct by the Finance Director

General

- 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

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 CFOO / CEO
- Job descriptions are subject to annual review

	Essential	Desirable
Skills/Abilities, Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in a similar role for at least 2 years • Experience of working within a finance department • Understanding, implementation and management of accounting processes and procedures • Ability to work between different sets of data • Good level of competence in Microsoft products including Excel and computerised accounting software 	<ul style="list-style-type: none"> • Use of Sage 200 Accounts Software • Use of an Internet banking system • Public Sector experience • Use of a collaboration platform e.g. Microsoft Teams • Experience of supporting within a team • A willingness to learn new skills and undertake relevant professional development • Production and management of budget monitoring reports

	<ul style="list-style-type: none">• 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	
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