

## **JOB DESCRIPTION**

**POST: Finance Assistant**

**GRADE: Band C**

**HOURS: 37 hours per week, full time**

**REPORTS TO: Finance Officer**

### **Post Summary**

You will be responsible for providing day to day financial support to the Academy, to include ordering, invoicing, income, petty cash, and ensuring compliance with the Academies financial regulations and instructions

### **Duties and responsibilities: -**

- First point of contact for the Finance Team
- Trips reconciliation
- E-mailing orders to suppliers
- Payment of Invoices
- Sending out BACS remittances
- Dealing with payment queries
- Reconciling supplier statements
- Printing of Budget Manager reports as required
- Administering cash imprest
- Administering petty cash
- Processing of staff claim forms
- Credit card transactions coding and reconciliation
- Checking finance e-mail account daily and clearing
- Maintenance of the contract and lease file for the Finance Officer
- Journals for photocopying, catering, stationery and ICT
- Assist with the preparation of the budget packs for Budget Managers
- Assisting the Finance Officer with the preparation of the year end file
- Ensuring cash is banked intact
- Debtor (customer) invoicing
- Chasing of debtor invoicing debt
- Checking and posting of purchasing card and credit card expenses
- Filing

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

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