

**Job description: Finance Assistant**

**Salary:** TDA14

**Responsible to**: Finance Manager

**Hours:** 30 hours per week, 52 weeks per year

**Job purpose**:

To match purchase orders to supplier invoices and processing of invoices using the PSF accounting system. Emailing Purchase Orders to suppliers. Handling petty cash and assisting with maintaining the imprest system. Assist with credit card control and inputting credit card transactions. To assist with inputting payroll data into the payroll bureau system. To maintain an up-to-date filing system within the Finance office. To assist with other tasks within the Finance office as required.

**Key Responsibilities**:

1. Matching purchase orders on the portal to supplier invoices. Checking prices, quantities and other relevant financial information agree to the purchase order. Liaison with Budget holders and administrators as appropriate to resolve any variances or queries.
2. Assist with raising purchase orders when necessary.
3. Process supplier invoices onto the computerised accounting system on a timely basis, including non-purchase order invoices, ensuring that invoices are processed in readiness for supplier payment run deadlines
4. Complete all finance control checks on supplier invoices e.g. check invoices have been appropriately authorised and goods received process has been correctly completed prior to processing. Identify prepayment invoices and treat them accordingly.
5. Maintain purchase ledger day book
6. Scanning invoices and new supplier forms into Finance system
7. On a daily basis emailing authorised purchase orders to suppliers. Regularly check purchase orders awaiting authorisation and liaise with Budget Holders as appropriate.
8. Deal with supplier emails and calls
9. Assisting budget holders and administrators with queries concerning purchase orders and supplier invoices
10. Checking Supplier Statements and obtaining copy invoices where required
11. Periodic review of purchase order/commitment information, using Aged PO Reports and following up queries as necessary, to ensure that commitment information is accurate and up to date.
12. Assist with the inputting of Payroll data to the payroll bureau system and assisting with the monthly payroll function. To include absence inputting and processing of timesheets and sickness information.
13. Monitor and respond to emails in the finance inbox.
14. Assist with the petty cash system, ensuring the correct authorisation process has been followed when providing staff members with petty cash, accurately maintaining the petty cash control, and reconciling to PSF. Safeguarding the cash held in the safe.
15. Ensure all G4S deliveries are booked and orders placed, ensuring sufficient cash is on site at all times.
16. Receive cash/cheques and issue receipts as necessary. Prepare all the banking in readiness for the scheduled G4S collections.
17. Place orders online using Finance credit card and keep records
18. Inputting of credit card transactions and liaising with the credit card holders to obtain all the receipts and correct coding.
19. Assist visitors to the Finance office, deal with telephone enquiries and incoming post
20. Accurately maintain the finance filing system on a weekly basis.
21. Assisting the Finance Manager and the Finance Officer with other accounting matters as required

**Other Duties:**

1. To attend relevant internal and external meetings as required.
2. To participate in annual performance appraisals and undertake relevant staff development.
3. To be responsible for the health and safety of self and others.
4. To make secure all buildings on leaving the site.
5. To be responsible for promoting and safeguarding the welfare of children and young adults you may be responsible for (or come into contact with) in accordance with the Academy’s Child Protection Policy & Procedures.
6. To provide cover in other areas as required.
7. To carry out any other appropriate duties requested by the Director of Finance & Resources or the Finance Manager.

**The above list is indicative and not exhaustive. The Finance Assistant is expected to carry out all such additional duties as are reasonably commensurate with the role.**

I accept this job description as a definition of the key responsibilities and duties of the post of Finance Assistant.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed............................................... Date.........................................

Print name..........................................

**Person specification: Finance Assistant**

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| **Criteria** | **Essential** | **Desirable** |
| **KNOWLEDGE & QUALIFICATIONS** | | |
| Use of Microsoft Word, Excel, & Outlook | \* |  |
| 5 GCSE’s (or equivalent) including Mathematics & English at Grade C / 4 or above | \* |  |
| Partially/Fully AAT qualified |  | **\*** |
| * Business NVQ/QCF or equivalent |  | **\*** |
| * **EXPERIENCE** | | |
| I.T. Literate | \* |  |
| * Maintenance of Purchase ledgers |  | \* |
| Recent experience in working in an accounting or office environment |  | \* |
| Experience of finance accounting software |  | \* |
| Understanding of double entry bookkeeping |  | \* |
| * **SKILLS AND ABILITIES** | | |
| Ability to work in a neat and orderly manner within a small Finance team | \* |  |
| Attention to detail and accurate, with an understanding of why this is essential | \* |  |
| Ability to work under pressure and deal with a large volume of processing | \* |  |
| Good mathematical skills | \* |  |
| Excellent organisational skills and ability to adapt to new/changing systems and processes | \* |  |
| Good communication skills | \* |  |
| Ability to prioritise, work to deadlines and organise own workload | \* |  |
| * **PERSONAL QUALITIES** | | |
| Patient and methodical worker | \* |  |
| Excellent interpersonal skills including good customer service by way of written and verbal means of communication | \* |  |
| Ability to maintain confidentiality and work in a professional manner | \* |  |
| Awareness of GDPR | \* |  |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | \* |  |