

## 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"> <li>● Processing of Invoices, checking to purchase orders and nominal coding</li> <li>● Ensuring appropriate authorisation in accordance with agreed procedures and timescales</li> <li>● Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received</li> <li>● Input of standard information to the Finance system (suppliers, debtors etc.) in accordance with procedures</li> <li>● Ensure all VAT numbers and supplier details are accurate and up to date</li> <li>● Dealing with queries from suppliers, debtors, budget holders and other staff</li> <li>● Processing of Direct Debits and updating the recurring payment schedule</li> <li>● Reconciliation of Supplier Statements</li> <li>● Monthly reconciliation of aged creditors</li> <li>● Monthly reconciliation of unauthorised invoices on Zahara</li> <li>● Develop and advise on AP FAQ's for Sharepoint</li> <li>● Assist the AP Officer/AP Supervisor where required in any training of staff</li> <li>● Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales as per Staff Rota</li> <li>● Printing of Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as per Staff Rota</li> <li>● Annual archiving of financial records including scanning, disposal and rotation</li> <li>● Liaise with trust bankers regarding transaction detail when necessary</li> <li>● Assist in Financial Year End Procedure as directed by the CFO</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>● Annual archiving of financial records including scanning, disposal and rotation</li> <li>● Provide information to auditors upon request</li> <li>● Assist with month end procedures</li> <li>● Keep accurate data and financial records for all income and expenditure</li> <li>● To work within the parameters of the financial procedures and systems of the trust</li> <li>● Proactively implement the trusts financial procedures manual</li> </ul>

	<p><u>Support to School</u></p> <ul style="list-style-type: none"> <li>• Developing and understanding of trust policies and procedures, complying with their contents and raising concerns in a timely manner</li> <li>• Actively participating in the Performance Management processes within the trust</li> <li>• Identify personal training needs and participate in training and performance development whenever required</li> <li>• Be aware of, support and ensure equal opportunities for all</li> <li>• Contribute to the overall ethos/work/aims of the trust</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• To undertake any other duties appropriate to the grade of the post</li> <li>• In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people</li> <li>• To undertake any duties reasonably directed by CFO / CEO</li> </ul> <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"> <li>• Experience of working within a finance department</li> <li>• Understanding of accounting processes and procedures</li> <li>• Ability to work between different sets of data</li> <li>• Good level of competence in Excel, Word and Outlook and computerised accounting software</li> <li>• Good Keyboard skills</li> <li>• Good communication and listening skills</li> <li>• Good organisational skills used in planning own work</li> <li>• Self-motivated and enthusiastic</li> <li>• Ability to work under pressure and meet targets and deadlines</li> <li>• Able to work in a busy office environment that often demands high levels of concentration</li> <li>• Able to respond effectively to changing priorities</li> <li>• A friendly and professional person and demonstrates support and a commitment to providing a quality service</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification</li> <li>• A willingness to learn new skills and undertake relevant professional development</li> <li>• Use of a variety of accounts packages, sage preferable</li> <li>• Use of authorisation software</li> </ul>