

## Matrix Academy Trust

### Job Description – Accounts Payable Manager (Ref: FM)

Reports to:	Finance Director
Arrangement	Full time – 37 Hours All year round (including school holidays) 22 days' holiday plus 9 bank holidays Working Hours: Monday – Thursday 8.00am – 4.00pm, 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 11 – Spine Points 41-44 (£27,365 - £28,895)
Main Purpose:	To provide leadership and management to the Accounts Payable and Receivable Teams, supporting the Finance Director.
Main Activities:	<ul style="list-style-type: none"> <li>• Line manage AP and AR Staff, developing procedures, monitor and spot check processes are being followed</li> <li>• Ensure deadlines are met by the AP and AR Team</li> <li>• Training of the AP and AR team, along with any new members of staff</li> <li>• Monitor and develop KPIs</li> <li>• Provide finance support to headteachers and all school staff</li> <li>• Develop effective systems of internal audit control, in accordance with the ESFA's Academies Financial Handbook</li> <li>• In conjunction with the FD, prepare training sessions for other members of the finance team to ensure compliance with statutory requirements and to strive for efficiency with all working practices.</li> <li>• Control access to the accounting system, ensuring new staff are set up and provided with the correct access rights and that departing staff have access removed quickly and efficiently</li> <li>• Keep an accurate and up to date record of insurance claims within the trust</li> <li>• Keep an accurate and up to date contracts register working with the central team and schools to ensure accuracy of information</li> <li>• Assist the FD with internal and external audits</li> </ul> <p><u>Accounts Payable</u></p> <ul style="list-style-type: none"> <li>• Ensuring efficient operation according to agreed procedures being responsible for:</li> <li>• the ordering, processing and payment of all goods and services provided to the trust</li> <li>• Review all necessary quotes and tender paperwork is attached to orders and in line with purchasing thresholds</li> <li>• Review, cancel and maintain an accurate PO/Commitment report with the AP TEAM</li> <li>• Analysis of Utility Costs</li> <li>• Ensure accurate maintenance of the direct debit and recurring payment schedule</li> <li>• Advise on potential procurement savings and economies of scale</li> <li>• Review if discounts are available through various routes</li> <li>• Keep an accurate record of business interest forms, annually updating as required</li> <li>• Maintain an accurate register of self-employed contractors checking via IR35</li> <li>• Keep an accurate record of Business interest forms, annually updating as required</li> <li>• Non order list reviewed prior to headteachers</li> </ul>

### Accounts Receivable

- Ensuring efficient operation according to agreed procedures being responsible for:
  - Monthly School fund balance review
  - Ensure trip leaders are receiving budget reports on a timely basis
  - Trip reconciliation and overview reports for trips
  - Timely reconciliation of charity accounts ensuring charities are paid on time
  - Support in maximising income generation within the ethos of the trust
  - Monthly Reconciliation and review of income codes, working with the necessary people to allocate hard to identify income
  - Final submission of AR journals, providing guidance where required
  - Ensure debtors are making swift payment following the debtor control timeline, taking legal action where necessary to recover bad debts
  - Ensure any cash/cheques have been collected, recorded and banked
  - Ensure that cash is always kept securely and within insurance limits
  - Primary Safe Key holder
  - Timely review of safe contents to the FD
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- Convert subscription, SLA and contract orders using the scheme of delegation
  - Final Check of supplier and customer statements to ensure completeness for filing
  - Final check of new Suppliers and Customers
  - Final Sign off and close of Aged Creditors and Debtors
  - Management of Zahara and WisePay, overseeing purchasing/sales within the accounting system
  - Overseeing AP and AR queries from suppliers, customers, debtors budget holders and other finance staff to ensure prompt resolution
  - Support the AP and AR team with processing of complex transactions on the accounting system providing advice, guidance and training to upskill every member of the team
  - Managing the AP and AR Section on SharePoint, providing and developing training, how to guides and policies
  - Develop with the FD an annual training schedule for school staff, providing training and support where required
  - Manage finance calendar for AP and AR
  - Attend and be an active member in finance meetings
  - Develop and utilise SharePoint and Teams ensuring all documentation, guidance and procedures are shared
  - Actively support good communication practices within your work and promote and maintain good team work
  - Represent the Trust Finance team on appropriate regional and national events
  - Develop close working relationships with Academy Leadership Teams and staff, to respond to queries and requirements.
  - Liaise with the software providers to ensure that any issues are quickly resolved and cause minimal disruption to the operation of the finance team.
  - Designate and complete necessary work and updates through Teams
  - Ensure all staff annually archive financial records, including scanning disposal and rotation

### General

- Annual archiving of financial records including scanning, disposal and rotation
- Provide information to auditors upon request
- Assist with month end procedures
- Ensure value for money
- Assist in the financial year end procedure as directed by the FD
- To be accountable to the FD for delivering finance services efficiently and effectively within the trust
- Proactively, promote, implement, operate and maintain the trusts financial procedures manual and ESFA (Education Skills Funding Agency) financial handbook and systems of the trust
- Ensure financial management within the Trust fully complies with internal policies and procedures
- Implement change as directed by FD and CFO
- Liaise with trust bankers regarding transaction detail when necessary
- Keep accurate data and financial records for all income and expenditure

### Support to School

- 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

Job descriptions are subject to annual review

	Essential	Desirable
Skills/Abilities, Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of working within a finance department</li> <li>• Experience of managing a fast paced 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 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 Sage 200</li> <li>• Experience of developing and improving processes</li> <li>• Use of authorisation software</li> </ul>