

Job Description

Job Title: Transactional Finance Assistant

Location: Hybrid working from our Central Office in Ely

Responsible to: Assistant Financial Controller

About the Role

The Finance Assistant will undertake a varied range of transactional processing.

Key Duties and responsibilities

To undertake transactional processing of sales and purchase invoices, credit card and bank transactions and management of the Trust sales ledger

Main Responsibilities

The Finance Assistant will provide transactional processing for academies across the Trust and the Central Support Team. Duties will include:

- The use of the Trusts financial management systems to undertake all financial administration.
- The processing of invoices for payment
- Posting bank income
- Bank reconciliations
- Sales ledger – raise invoices, allocate income and credit control
- Inputting of journals
- Reconciling and posting the Trusts credit card transactions
- Dealing with colleagues within academies across the Trust and the Central Team
- Ensuring compliance with relevant financial policies and procedures
- The postholder is required to undertake additional duties as may be reasonably expected within the scope and grading for the post

Love
Community
Respect
Trust
Ambition

Person Specification

Qualifications	Essential	Desirable
GCSE's Grade C and above (Maths and English)	✓	
AAT Level 3 or significant relevant experience	✓	
Experience		
Experience of finance and working in a finance office, including accounts payable & receivable	✓	
Experience of a using computerised accounting software	✓	
Credit Control experience	✓	
Good working knowledge of Microsoft Office, especially excel or Google	✓	
Experience of delivering excellent customer service	✓	
Experience in education finance		✓
Skills, Abilities and Knowledge		
Excellent written and verbal skills	✓	
Work constructively on your own and as part of a team	✓	
Strong organisational skills including the ability to prioritise and manage workload to meet deadlines	✓	
Knowledge of financial regulations and an understanding of best practice in financial management	✓	
Personal Qualities		
Excellent communication skills	✓	
An ability to take responsibility and be proactive in your work and seek solutions to issues as they arise	✓	
Able to work with minimum supervision	✓	
A high level of accuracy and attention to detail	✓	
A flexible, can-do approach with the ability to respond to change	✓	
A friendly disposition and a good sense of humour	✓	
Able to liaise positively with colleagues across the Trust with a professional and friendly manner	✓	

Love
Community
Respect
Trust
Ambition