

MMatrix Academy Trust

Job Description – Accounts Assistant

Reports to:	Purchasing Manager
Arrangement	<p>Full time – 37 Hours</p> <p>All year round (including school holidays)</p> <p>25 days' holiday + 9 bank holidays</p> <p>Working Hours: Monday – Thursday 8.15am – 4.15pm, Friday 8.15am – 3.45pm (including a 30 minute lunch)</p>
Location	Matrix Academy Trust, 1 st Floor, International House, 20 Hatherton Street, Walsall, WS4 2LA
Salary	Scale Group 6 – Spine Point 21-24
Main Purpose:	To manage purchasing, debtors, trips and business activities across the trust. Providing reports and information to the Purchasing Manager and Finance Manager
Main Activities:	<ul style="list-style-type: none"> • Processing and generating purchase requests checking for accuracy and processing in a timely manner • Processing purchase orders that cannot be automatically sent to suppliers from the automated system e.g Credit Card purchases • Proactively obtain VAT invoices for all purchase card invoices checking to purchase orders with appropriate authorisation • Monthly reconciliation of credit card orders and invoices • Raise purchase orders to ensure SCITT Placement payments are paid in accordance with payment schedule • Ensuring training bursaries are paid in accordance to the payment schedule (SCITT) • Daily management of the Internet Payment and cashless System's • Daily management of school trips such as checking costings and providing informed information to trip leaders • Carry out necessary debtor invoicing in line with the procedure to receive payments in a timely manner, following our debtor control process. • Oversight of any lettings for the trust putting together a schedule • Processing of internal recharges of departments • Provide monthly reports for trips and debtors • Dealing with telephone and email queries from schools, suppliers, customers, debtors, trip leaders and other staff members • Potential visits to the bank when necessary, and collecting sufficient documentation for audit • Be included in the weekly rota for management of the central finance email ensuring all information is dealt with accordingly • Ensuring all month-end deadlines are met • Assist Finance Manager with the implementation and training of new systems <p><u>General</u></p> <ul style="list-style-type: none"> • Annual archiving of financial records including scanning, disposal and rotation • Provide information to auditors upon request • Assist with month end procedures • Keep accurate data and financial records for all income and expenditure • To work within the parameters of the financial procedures and systems of the trust

	<ul style="list-style-type: none"> Proactively implement the trusts financial procedures manual <p><u>Support to the trust</u></p> <ul style="list-style-type: none"> 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 CFOO / CEO Job descriptions are subject to annual review
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	Essential	Desirable
Skills/Abilities, Knowledge and Experience	<ul style="list-style-type: none"> Experience of working in a similar role for at least 2 years Experience of working within a finance department Understanding, implementation and management of accounting processes and procedures Ability to work between different sets of data Good level of competence in Microsoft products including Excel and computerised accounting software Good communication and listening skills Good organisational skills used in planning own work Self-motivated and enthusiastic Ability to work under pressure and meet targets and deadlines Able to work in a busy office environment that often demands high levels of concentration Able to respond effectively to changing priorities A friendly and professional person and demonstrates support and a commitment to providing a quality service A willingness to learn new skills and undertake relevant professional development 	<ul style="list-style-type: none"> Use of Sage 200 Accounts Software Use of an Internet banking system Public Sector experience Use of a collaboration platform e.g. Microsoft Teams Experience of supporting within a team Production and management of budget monitoring reports