



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Post:	Finance Assistant
Salary Level:	Grade 4
Responsible To:	Finance Team Leader
Base:	Finham Park 2, Torrington Avenue. Flexibility is required to work out of any Trust site or other location to meet the needs of the organisation.
Status:	Full Time all year round

Job Purpose

As a member of the central finance team you will be responsible for the efficient and effective processing of day-to-day financial transactions across multiple locations. You will support the Head of Finance to ensure the department delivers best practise whilst supporting schools in achieving their educational objectives.

Main Duties and Responsibilities

1. To distribute purchase orders to external suppliers ensuring that the Trust's strict procurement process is adhered to.
2. To process purchase invoices and expense claim forms accurately and in a timely manner and ensuring that all documentation is uploaded to the finance system.
3. To reconcile supplier statements each month to ensure that all purchase invoices have been processed on the finance system.
4. To assist with the daily processing of cash book receipts and payments.
5. To support with the daily reconciliation of the Trust's bank account ensuring that nominal postings are accurate.
6. To reconcile ParentPay transactions on a weekly basis.





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7. To assist with the weekly BACS by accurately preparing, checking and uploading documentation and sending the payments via the online banking system.
8. To support the month end cycle including: processing the monthly VAT return; compiling accruals/prepayments; sales ledger administration.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Date Reviewed: Dec 2022

