

Matrix Academy Trust

Job Description – Invoicing Assistant

Reports to:	Invoice System Manager
Arrangement	<p>Full time – 37 Hours</p> <p>All year round (including school holidays)</p> <p>25 days' holiday + 9 bank holidays (Pro-rata)</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 support the efficient receipt of invoices into Yooz, to match up to orders and obtain invoice approval in line with the Financial Procedures requirements. Provide advice and training on Yooz and the purchasing procedures, setting up new users, resolving user issues, managing data including workflows, supplier creation and providing administrative support.
Main Activities:	<p>Daily review of purchasing online system</p> <ul style="list-style-type: none"> • Ensuring invoices/credit notes are being captured through email/supplier portal efficiently • Managing the inflowing invoices and where necessary, to review and submit them in a timely manner so that they are available to the approver without delay. • Reporting on, resolve and redirect any query invoices and escalate to Invoice System Manager • To highlight and prioritise high value and urgent invoices • Review all unapproved and uncompleted invoices, prioritise invoices needing completion and urgent approvals • monitoring purchasing system email to identify non invoice documentation received ensuring they are redirected and sent to the correct email addressing going forward • Follow non order process making sure supplier are aware invoices may not be paid/ will be delayed <p>Liaise with suppliers to ensure they are following the requirements of our purchasing process</p> <ul style="list-style-type: none"> • Ensure order numbers are quoted on invoices • Site/delivery address are correct • All invoices are sent as a PDF Document so we can process quickly • Non invoice documentation and queries are sent to the correct email address • Resolve any supplier queries, keeping log of all conversations and any backup • Reconcile Supplier statements • Request any relevant credit notes or proof of delivery • Checking/updating supplier details • Assist Maintaining master supplier database and setting up new suppliers in line with Financial Procedures requirements eg. IR35 legislation/checking Companies House

Review of yooz export reports:-

- Daily download invoices from Yooz export reports – identify invoices/credit notes which have not entered Sage and enter them manually into Sage
- Processing intercompany journals
- Checking correct authorisation sought
- Ensuring any DD and CC payments are passed to Payments administrator to process
- Identify any errors
- Checking nominal coding and processing relevant recoding journals in SAGE
- Checking for any workflow errors
- Liaising with Management Accounts team to report any overspent budget
- To ensure contract/subscription/SLA/tenders orders are processed/approved in line with Financial Procedures requirements

Other

- Yooz administration: Assist Setting up new users/managing and creating workflows/resolving system queries/
- Assist with Training of new users on site/phone/email/Teams and providing advice on Yooz processes/purchasing procedures/budget queries
- Assist Developing/updating training manual
- Keeping in constant contact with Yooz and Zynk over problems that occur in the running of the software.
- Reporting on suspense account entries and performing corrections
- Create and circulate the Non Order Report
- Ensuring all month-end deadline are met
- Dealing with queries from schools, suppliers, customers, debtors, trip leaders and other staff members
- Collecting the sufficient documentation for audit
- Be included in the daily rota for management of the central finance email ensuring all information is passed onto or printed accordingly
- Assist Invoice System Manager with the implementation and training of new systems
- Assisting in the financial year end procedure direct by the Finance Director

General

- 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
- Proactively implement the trusts financial procedures manual

Support to the trust

- 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

	<ul style="list-style-type: none"> • 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 	<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 • A willingness to learn new skills and undertake relevant professional development of a variety of accounts package

