

Enrich Learning Trust
Job Description

Job Title	Finance Assistant
Pay/Job Grade	Pay Scale 7 £13.68
Responsible to	Finance Officer/Team Leader
Purpose	<ul style="list-style-type: none"> • To work as part of the Trust Finance Team, providing support and assistance to schools and the central trust. • To maintain accurate and complete records of income and expenditure working at all times in accordance with the Trust's agreed financial policies and procedures.
Duties and Responsibilities	<ul style="list-style-type: none"> • Work with colleagues to effectively manage the Finance Team email accounts such as finance@; orders@ taking action or redirecting as necessary. • Process orders by raising purchase orders and requisitions, checking these are approved, within budget and coded correctly. • Confirm the receipt of goods; deal with any queries or issues and chase up outstanding orders as necessary. • Process invoices for payment, recording and checking details match to purchase orders. • Process credit card transactions including checking receipts. • Review supplier statements. • Process receipts and charges from student, parent payment and catering systems. • Raise sales invoices (external and internal) and chase payment where necessary. Allocate receipts to customer accounts. • Record income from various sources including grants, parent pay systems, cash. • File finance related documents. • Assist with the financial and administrative arrangements for school trips, including checking expenditure and income and student receipts and balances. • Assist with month end and year end processes, including auditor requests for information
Additional responsibilities	<p>To undertake other responsibilities within the overall purpose and scope of the post including, but not limited to:</p> <ul style="list-style-type: none"> • Maintain Staff and Pupil confidentiality • Undertake training as appropriate

	<ul style="list-style-type: none"> • Participate in the performance management programme <p>General Duties: • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures of Enrich Learning Trust.</p>
General Information and review:	<ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. • All work performed/duties undertaken must be carried out in accordance with relevant Enrich Learning Trust policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.