Job Title	Finance Assistant
Reports to	Finance Team Leader
Liaison with	Teaching staff, support staff, pupils & parents
Job Purpose	To provide effective and efficient finance support to the Multi Academy Trust.
Duties	Finance • To process purchase orders received from all schools within the trust • Monitor receipt of orders by the local schools, annotating the records appropriately and ensuring invoices are received and processed accordingly. • To process invoices both order and non-order related • To review all statements received from suppliers to ensure timely payment of invoices. • To assist with financial administration such preparing BACS payments, preparing banking sheets and filing. • To assist with month end reporting and accounting processes • To assist with monthly bank and chargecard reconciliations • Maintain manual and computerised financial records. • To process monthly lettings invoices and ensure payments are received on a timely basis • To record any income received into the Trust's financial accounting system • To assist with the financial administration for school trips • To assist with VAT claims on a monthly basis • Support the Business Manager in maintaining an up to date filing system for all financial records. • Help to ensure the school is following 'Best Value' procedures. Clerical / Administrative • To provide general clerical support as required. • To assist with the monitoring and maintenance of stock and to order supplies as necessary.
General	• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Board of Directors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Business Manager to carry out appropriate duties within the context of the job, skills and grade.