



COMPASS EDUCATION TRUST LTD.

JOB DESCRIPTION

Position: Finance Administrator

Purpose:

The purpose of the role will be to support the Trust Business & Finance Manager, and the Trust Payroll & Finance Officer across all schools in the MAT by undertaking a number of finance related tasks.

Responsibilities:

- Recording of income and posting of cash book journals into the PS Financials system
- To prepare monies and make appropriate arrangements for banking
- Reconcile petty cash transactions ensuring the funds are used appropriately and correct authorisation obtained.
- Processing staff expenses on the finance system ensuring receipts have been provided and correct authorisation obtained.
- Reconciliation of the trust business cards, calculating associated VAT, and posting of journals onto the finance system.
- Processing supplier invoices, ensuring correct authorisations, and entering onto the finance system
- Checking and reconciliation of supplier statements to the finance system
- Filing of invoices
- Resolving creditor queries by investigation and liaison with creditors and other team members, where necessary
- Update and maintain the MAT asset register, including coordination of annual departmental inventory records.
- BET financial administration relating to student grants and assisting the Trust Governance Manager with maintenance of the investment portfolio.
- Produce monthly reports for the TSA and SCITT, and answer queries as they may arise.
- Complete and submit the monthly 126 VAT return to HMRC.
- Complete and submit the Gift Aid claims in regard to parental voluntary contribution, twice annually (to 31st March, and to 31st August).
- Run, print and distribute the ½ termly department budget reports for Bromfords and Billericay.
- Run and monitor the aged creditors for the Trust.
- To carry out all financial administration in accordance with appropriate DFE/LEA and Trust financial regulations and policies.
- Shredding as required
- Other duties as directed by the Trust Business & Finance Manager

**It may be necessary for the post holder to work at other schools should the MAT expand.*