

Northern Education Trust Job Description

Job Title:	Finance Assistant – Academies		
Base:	Red House Academy		
Reports to:	Senior Finance Officer – Academies and / or Trainee Regional Accountant / Technician	Grade:	SCP 14 – 19 (Subject to job evaluation)
Staff responsibility for:	None	Salary:	£23,080 - £25,481
Additional:	None	Term:	Permanent, Whole time, 37 hours per week

JOB PURPOSE

To provide effective financial administration / services to support all academies within the Trust. To work with team members to ensure payroll, creditors, debtors and cash reconciliations are performed to a high quality standard in an accurate and timely manner at all times.

JOB SUMMARY

Financial Administration / Services

1. To perform tasks to ensure the efficient operation of the creditor (accounts payable) system, including:
 - a. To liaise with academies
 - b. To raise Purchase Orders and other procurement related documents
 - c. To maintain supplier account records
 - d. To receive, register and distribute invoices and credit notes from suppliers
 - e. To report all outstanding invoices and credit notes and to agree with the Senior Finance Assistant (SFA) corrective action.
 - f. To receive, validate and process approved invoices, credit notes and sundry payments requisitions, ensuring they have been correctly coded and update the supplier accounts accordingly.
 - g. To help the SFA produce and submit for authorisation payments reports to raise cheque or BACS payments.
 - h. To reconcile supplier accounts to supplier statements, ensuring all discrepancies are accounted for.
2. To perform tasks to ensure the efficient operation of the debtor (accounts receivable) system, including:
 - a. To liaise with academies
 - b. To maintain debtor account records
 - c. To generate and distribute invoices and credit notes.
 - d. To report all outstanding invoices and credit notes and actively take recovery action with the SFA

- e. To process monthly DD's ^[1]_[SEP]
- f. To update the debtor accounts for cash received. ^[1]_[SEP]
- 3. To perform tasks to ensure the efficient processing of cash receipting and reconciliations.
- 4. To reconcile control accounts as assigned and to process and validate any resulting journal entries.
- 5. To perform appropriate year end tasks as directed by the SFA or Finance Managers
- 6. To maintain a professional relationship with external agencies, key partners and customers.
- 7. To carry out any other financial administration duties as may be deemed necessary by the SFA.

General

- 1. Offer advice and observations for the need for new technology to meet the Trust's financial data processing, control, and reporting requirements ^[1]_[SEP]
- 2. To participate in wider Trust meetings, working groups as required.
- 3. To ensure all personnel and financial information is correctly documented and maintained against legislative requirements and regularly reviewed policies
- 4. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Time maybe allowed for the post holder to study subject to operational requirements. The cost of the training and any subsequent examination fees may be paid for by the Trust. Failure to complete a course or leave within 24months from the date a qualification being achieved will result in fees being recovered based upon;

- 100% of previous years total fees recovered if leaving in first 12 months of last exam date or date when assignment submitted
- 60% of the above fees if leaving after 12 months but before 24 months have lapsed (based on last exam dates or date when assignment submitted)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: