

## **Job Description**

### **Job title – Finance Assistant**

Department – Finance within the Ebor Corporate Services Team

Salary – **£16,252 - £19,763 Grades 4-5**

Hours – Full-time all year, 37 hours a week.

### **Job Purpose**

1. Be responsible for the purchase ledger of the Trust.
2. Support the Finance Manager and Finance Director in completing transaction finance functions including purchase ledger, sales ledger and other accounting transactions.
3. Deliver a professional and timely finance service to all schools within the trust.

**Report to** – Finance Manager

**Responsible for** – N/A

### **Duties and Responsibilities**

1. Process purchase invoices, ensuring accurate accounting and timely payment.
2. Oversee, with the Finance Manager, the procure-to-pay process, including monitoring Purchase Orders, Goods Received Notes, and Invoice approvals within the finance system.
3. Process and review staff expenses submitted for payment.
4. Create payment runs for the approval of colleagues.
5. Maintain the supplier Masterfile, including all contact and bank details.
6. Provide support to staff from schools within the Trust on the use of the finance system.
7. Support the Finance Manager in managing and maintaining the Sales Ledger.
8. Support the Finance Manager with basic accounting entries and month end duties.
9. Prepare VAT returns for submission and review by the Finance Manager.
10. Liaison with Internal and External Auditors as required.
11. To comply with all academy policies and procedures.
12. To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the academy appraisal process.
13. Any other reasonable duties commensurate with the level of the post, which may be required from time to time.