



FINANCE ASSISTANT

VALLEY INVICTA ACADEMIES TRUST

JOB DESCRIPTION	
Job Title	Finance Assistant
Grade	VIAT 5
School / Department	Finance Department
Base	VIAT Finance Centre
Hours	37 Hours per week, 38 weeks per year (Term time only)
Reports to	Management Accountant
Accountable to	Finance Manager

Job Summary

- To support with the input of operational transactions into the finance system and maintain the financial records
- Ensure that invoices are processed and paid timely in accordance with the Trust's finance procedures
- To ensure that finance processing is carried out for the schools within the Trust

Key Working Relationships

- Headteachers
- Teachers
- Associate/support staff
- Suppliers

Key Responsibilities

- Processing of supplier invoices in a timely manner
- Ensure invoices are coded correctly
- Ensure invoices are approved in accordance with the finance procedures
- Ensuring that VAT codes are correctly input
- Liaise with suppliers and staff within the trust to resolve purchase ledger queries on a timely basis
- Preparation of supplier payments
- Run the list of outstanding invoices
- Ensure all records are authorised and upload BACS files
- Ensure supplier statements are reconciled
- Post bank transactions
- Record income in preparation for month end
- Processing credit card transactions accurately and in a timely manner

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	• 5 GCSEs A* to C including maths and English	• Level 3 Qualification in finance
Experience	• Previous experience of working in finance department	• Accounts payable experience • Experience of working in a school
Knowledge	• PC literate • Good use of Microsoft packages	• Use of proprietary accounting systems
Skills	• Problem solving skills • Confident communication skills • Excellent organisational skills and ability to prioritise workload. • Excellent interpersonal and communication skills, in person, telephone and written. • Ability to work independently and as part of a team. • Excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality. • Attention to detail	• Keen to learn
Attributes	• A warm and welcoming manner. • The ability to manage self & time well. • A positive approach to self-improvement & development. • Helpful, caring, positive and informative. • Able to work as part of a team. • Hands on attitude	