



FUTURE SCHOOLS TRUST - JOB DESCRIPTION

Job Title: Finance Assistant (Purchase Ledger)

Salary: FST5

Responsible to: Senior Payroll Officer

Core Purpose of the Job

- To maintain of the purchase ledger ensuring the processing of payments in accordance with school procedures and in compliance with Financial Regulations. Assisting in the reconciliation of the purchase ledger control account to ensure invoices are correctly authorised and suppliers are paid on time.

Accountability

- Arrange and negotiate purchase of supplies and services on behalf of the Trust budget holders to check the best price is obtained in accordance with Trust procedures.
- Collate and process all orders and invoices for the Trust ensuring authorisation has been sought from the appropriate budget manager in line with the Trust procurement procedures.
- Resolve supplier queries and request credit notes where necessary.
- Process credit card orders, purchases and payments for the Trust in preparation for the Management Accountants monthly reconciliation.
- Maintain the Trust's payments system for cheques and BACs payments ensuring payments have been correctly authorised.
- Maintain and monitor the Trust petty cash funds to ensure accurate recording and reconciliation of withdrawn funds.
- Set up new supplier's credit limits and PS Financials records ensuring accurate data is entered to aid payments system and VAT returns.
- Monitor and maintain the generic finance email address answering queries and providing timely appropriate responses.
- Provide monthly creditor reports to the Management Accountant for checking and sign off to ensure suppliers are paid in a timely fashion within our 30-day turn around target.
- Complete monthly recharge journals to correct coding, recharge for catering costs and photocopying and split costs accurately between Establishments.
- Assisting in sales ledger as and when required.

Administration

- Provide a diverse range of administrative support as required to ensure the effective functioning of the office.
- Assist with year-end procedures with regard to prepayments and creditors ensuring expenditure is accounted for in the correct financial year ensuring paperwork is collated throughout the year of copy invoices.

Organisation

- The postholder will have daily contact with staff and students throughout the Trust and regular contact with suppliers.
- They have no budgetary responsibilities.