



# Grace Academy Solihull

## Job Description



<b>Role:</b>	<b>Finance Assistant</b>
<b>Responsible to:</b>	<b>Finance &amp; Payroll Manager</b>
<b>Based at:</b>	<b>Grace Academy Solihull</b>
<b>Hours:</b>	<b>37 hours per week, 41 weeks per year (8am-4pm)</b>
<b>Grade:</b>	<b>Grade F, points 6-7 (£23,893-£24,294 FTE)</b>

### Job Purpose

To carry out a range of financial processing and other duties to support the Finance Manager; ensuring an effective and efficient delivery of financial support services to the school and ensuring compliance with appropriate financial procedures and audit requirements.

### Key Responsibilities & Duties

- To support the Finance Manager with invoice management, month end preparation, cash handling and other appropriate duties.
- To be able to process orders for staff, ensuring best value quotations have been obtained.
- Chase order deliveries and invoices throughout the year.
- Dispatch of goods received via site manager to correct department.
- Inputting of orders onto the Accounting system and processing of invoices.
- Ensuring all Ethos invoices are logged and copies kept.
- To ensure a register is kept of any invoices relating to a specific grant received.
- Process the invoices for the school in a timely manner, resolving queries, collating delivery notes and investigating discrepancies as appropriate.
- Ensuring invoices are checked off against statements before they can be paid.
- Preparing the Bacs run.
- Maintaining Aged Creditor & Debtors.
- To assist with managing the school lettings alongside the site manager ensuring all booking forms are received, running the lettings calendar, raising sales invoices and making sure payment is received before hire date. This may also include being involved in meetings with new clubs and assisting in arranging new contracts.
- To assist in all procedures relating to financial accounts to include processing of debtors' invoices, dealing with queries, maintaining accurate records and chasing overdue payments.
- Making sure Prepayment log is kept up to date
- Posting of income received from Parentmail
- Posting of supplier direct debit payments onto Accounting system.
- Maintaining credit card statement log.
- Attend meetings and training sessions.
- To carry out general clerical duties to support the smooth running of the Finance Office.
- Undertake any other admin duties as and when needed within the support team.

## **Requirements**

- Thorough attention to detail
- The ability to use their own initiative
- Customer service skills
- Flexible and open-mindedness
- The ability to work in a fast-paced environment
- The ability to work well with others.

## **Qualifications & Key Skills**

AAT Preferable or relevant experience needed.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.