

BELGRAVE ST. BARTHOLOMEW'S ACADEMY JOB DESCRIPTION



Position: Accounts Assistant

Dates:	Closing Date: Friday 20th November 2020 12 noon
Grade:	Level 5 Point 7-12
Salary:	£20,092-£22,183 pro rata
Location:	Belgrave St. Bartholomew's Academy, Sussex Place, Longton, Stoke-on-Trent, ST3 4TP
Contract Type:	Permanent term time only plus 2 weeks
Contract Term:	Part Time 25 hours

Job Purpose

The St. Bart's Multi-Academy Trust, in partnership with Governors, staff and children, is seeking to appoint an experienced, skilled and highly motivated Accounts Assistant to work as part of the Central Finance Team, and reporting to the Head of Finance.

The Trust has an excellent reputation, both locally and nationally, and has seen substantial growth in recent years.

The role, which is part of and supports, the Central Finance Team, involves a range of accounting duties such as sales ledger entries, accruals & prepayments, assistance with budgets but with a primary focus on purchase ledger activities.

You will ideally have a broad knowledge and experience of accounts and/or be an AAT Level 2 qualified. A good understanding of double entry bookkeeping, purchase and sales ledgers and the ability to deal with preparation work for the month end is essential. Good IT skills including Excel are also required.

As part of the Central Finance Team, you will need to be a good team player, be flexible in your duties in order to support the team, and be accurate and diligent in your work. Knowledge of school finance is not essential.

To apply for this Accounts Assistant job please contact the school office via email: office@sbmat.org for an application form or download it from our website www.stbartsacademytrust.org.uk

We are committed to the safeguarding and welfare of children and young people and expect all our employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Criminal Records Bureau.

Key Duties / Responsibilities

The Accounts Assistant will provide a high level of administrative, financial and accounting services and will work closely with the Chief Finance Officer, Accountant and Central Finance Team ensuring that these functions are undertaken efficiently and effectively.

- Maintain financial accounting records in accordance with current accounting systems and guidelines
- Process orders and invoices in numerous financial systems for both sales and purchases
- Ensure routine financial tasks are carried out in accordance with Trust policies, the Regulatory Framework and agreed procedures
- Attend all relevant meetings/training to perform the role

Duties:

- Process sales and purchase order and enter onto an accounting system
- Chase orders not received, partly received or incorrect
- Process both sales and purchase invoices on system to a level ready for receipt/payment
- Assisting with preparation of weekly BACS
- Check supplier and customer statements and chase unpaid invoices
- Assist with the preparation of monthly, quarterly, half –yearly and annual accounting including the year end audit
- Advise financial staff within the Trust about finance related procedures and provide operational support relating to their areas of responsibility
- Help to ensure the effective management of the school's finances, including responsibility for compliance with financial regulation, include keeping records, accounts and supporting the auditors
- To undertake administrative tasks of a general nature

Additional responsibilities:

- To provide support to the Central Finance Team and Head of Finance in any aspects of their work
- To provide additional administrative support as required
- To undertake any other duties and responsibilities as are reasonably requested

Safeguarding:

The St Bart's Multi-Academy Trust is committed to safeguarding children. Candidates must be suitable to work with children and young people. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment – DBS check.

Person Specification:

	Essential	Desirable
Experience working in a busy finance department of a business	•	
Clear understanding of accruals accounting and double entry bookkeeping	•	
Setting and maintaining budgets and providing explanations of budget variances		•
Cash flow management		•
Sales ledger and credit control account knowledge and experience	•	
Management of purchase ledger experience	•	
Experience in maintaining clear audit trails for both internal and external purposes	•	
Excellent IT capabilities including Microsoft office particularly Excel	•	
Experience in computerised accounting software and an ability to adapt to different systems accordingly	•	
Ability to work as a team as well as on own initiative	•	
Excellent communication skills	•	
Ability to work in a methodical and organised manner and pay attention to detail	•	
Demonstrate high levels of honesty and integrity	•	
Appreciation of Value for Money and the charitable status of an Academy		•

	Essential	Desirable
General business acumen and commercial awareness	•	
Committed to professional development		•
Must be qualified to an appropriate level, suggested qualifications:		
• Recognised bookkeeping qualification	•	
• Excel	•	
• AAT Level Accounting qualification to level 2		•
• Qualified by experience	•	