FINANCE/ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

The person appointed will be expected to work under the direction of the Chief Finance Officer to provide financial support and general administrative tasks to Amethyst Academies Trust.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Timely and accurate processing of orders and petty cash
- Investigating order/delivery related queries with departments/suppliers as appropriate
- Providing budget updates to staff across the Trust
- Review Outstanding Orders regularly as part of month end procedures.
- Checking supplier bank details are up to date, carrying out the appropriate checks with the Companies direct and notifying the Chief Financial officer of any changes to be made.
- Updating supplier contact details where relevant and carrying out the appropriate checks
- Obtaining signatures and fully completed requisitions from Staff members across the Trust
- Provide routine clerical/administrative support e.g. photocopying, filing, faxing and emailing
- Ensuring all documents are scanned to Xero and filed accordingly
- Undertake a relief reception service, answer routine telephone and face-to-face enquiries and sign in visitors.
- To be flexible and willing to perform other general Finance and office tasks. This would include occasional cover for absent colleagues within the Finance office.
- Dealing with Parent Pay queries, refunds, adding cash payments, setting up new visits and updating staff of payments across the Trust.
- Contacting Parents regarding any debts owed for visits or School meals, setting up payment plans where needed across the Trust
- Credit card transactions monthly statement reconciliation.
- To support the Chief Finance Officer and Senior Finance Business Director when required
- Preparing the weekly banking’s for Aldersley High verifying income received. Collate income and bag up in accordance with courier and bank deadlines. Producing weekly spreadsheets and processing a journal on Xero. Also ensuring all documentation is scanned to Xero, which would assist with the audit income trail
- Assist the Chief Financial Officer with Internal and External Audits.
- Adherence to ESFA and Trust financial policies and All other policies including, GDPR, safeguarding, H&S.

PERSON SPECIFICATION

- Previous Experience of working in a busy office
- Reception experience essential, preferably in an educational setting
- The ability to word process documents proficiently and possess a qualification in ICT.
- Experience/knowledge of Xero accounting software, ParentPay online payments software, Scansnap electronic document management and SIMS database (when necessary), is desirable but not essential as training will be provided.
- Be a positive, hardworking team player able to relate to staff and pupils alike.
• Communicate effectively with staff, students and parents/carers in a professional manner
• Be reliable, enthusiastic and be self-motivated
• Good organising, planning and prioritising skills
• Ability to work within the Equal Opportunities Policy, as defined by The Amethyst Academies Trust
• To be working towards an AAT qualification or have finance qualifications is desirable.