



Job Description

POST:	Regional Finance Assistant (Apprentice)
RESPONSIBLE TO:	Regional Finance Manager
GRADE:	Apprentice
KEY RELATIONSHIPS:	Regional Finance Team
LOCATION:	Oasis Academy Brislington, travel to National office in London or Birmingham occasionally when required
WORKING PATTERN:	37 hours per week
JOB PURPOSE:	This post involves working with the Regional finance team. Ensuring that Regional finance transactions are processed in an accurate and timely manner and in accordance with Oasis financial policies.

DUTIES

1. Purchase ledger:

- Ensure that purchase requisitions are received and processed on the accounting system in a timely manner
- Ensure that all purchase requisitions have been approved by the appropriate budget holder and in line with the scheme of delegation
- Receive and process all invoices for the Regional ledger, ensuring that the goods/services have been received and the expenditure has been approved (i.e. via purchase requisition or approval of invoice on receipt)
- Ensure that all expenditure is recorded against the relevant nominal code and cost centre, and that the correct VAT code is used
- Prepare the weekly/fortnightly BACs payment run and ensure that suppliers are paid within payment terms
- Receive and check all statements from suppliers
- Investigate and action any issues that arise with regards to creditors
- Regular review and maintenance of the outstanding purchase order and goods received notes report

2. Sales Ledger:

- Ensure that sales orders/requests are received and processed on the accounting system in a timely manner
- Ensure that all income is recorded against the relevant nominal code and cost centre, and that the correct VAT code is used
- Ensure that all request for sales invoices are processed and sent to debtors promptly
- Ensure that all invoices are monitored and chased so that prompt payment is received



3. Bank Account:

- Ensure that paying slips/remittances are received and processed on the accounting system in a timely manner
- Ensure that payment request forms are received and processed on the accounting system in a timely manner
- Ensure that all payments are recorded against the relevant nominal code and cost centre, and that the correct VAT code is used

4. Other balance sheet accounts:

- Ensure that credit card returns are received and processed on the accounting system in a timely manner
- Prepayments – ensure that all invoices covering more than one period and meeting the materiality limits are recorded on a spreadsheet for monthly posting by the Regional Deputy Finance Manager
- Accruals – ensure that all outstanding invoices for services/good delivered which meet the materiality limits are recorded on a spreadsheet for monthly posting by the Regional Deputy Finance Manager

5. Other duties:

- Posting journals to the accounting system to correct coding errors where necessary
- Recoding of payroll expenses on a monthly basis, ensuring that all VAT is reclaimed where necessary

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Health and Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies, and codes of practice.

Safeguarding Statement

Oasis Community Learning is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

Signed:

Employee:	Line Manger:
Print Name:	Print Name:
Date:	Date:



Finance Assistant – Person Specification

Our purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person – academically, vocationally, socially, morally, spiritually, physically, emotionally, and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confidence and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character – it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, messages, and examples of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Appropriate academic qualifications to at least GCSE Level (or equivalent) or ability to demonstrate literacy and numerical competency through proven experience 	
Experience, Skills and Knowledge	<ul style="list-style-type: none"> Self-motivated and committed to self-development Good accurate numeracy skills Good and accurate written and oral communication skills Able to work as part of team Ability to report & present information effectively Good organisational skills, ability to use own initiative and pay close attention to detail Good working knowledge of Word & Excel Ability to prioritise workload and deliver to tight deadlines Calm and adaptable with an ability to work within a flexible and busy environment 	<ul style="list-style-type: none"> Previous experience in an account's environment or equivalent within Education Proficient use of e-mail and the internet
Personal Qualities	<ul style="list-style-type: none"> Honest and trustworthy and a good team player Supports the Academy's aims Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos Commitment to safeguarding and promoting the welfare of children and young people Willingness to undergo appropriate checks, including enhanced DBS checks Motivation to work with children and young people 	