



Job Description

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| POST: | Regional Finance Assistant (Apprentice) |
| RESPONSIBLE TO: | Regional Finance Manager, under day-to-day supervision of the Regional Assistant Finance Manager |
| GRADE: | Apprentice SCP xxxxx |
| KEY RELATIONSHIPS: | Regional Finance team; National finance team; Academy Leadership Team (ALT), teaching and support staff within the North East Cluster; suppliers and parents/local community. |
| LOCATION: | Oasis Academy Wintringham, Grimsby and travel to other Oasis Academies occasionally when required |
| WORKING PATTERN: | 37 hours per week – 52 weeks a year |
| JOB PURPOSE: | The North East Cluster Finance team are keen to recruit a pro-active Regional Finance Assistant (Apprentice) who is a Team-player, and is personable, approachable, and emotionally intelligent with a sense of humour. You will be required to undertake a variety of tasks and gain all round experience within a busy Finance environment. |

DUTIES:

1. Purchase ledger

- Ensure that purchase requisitions are received and processed on the accounting system in a timely manner
- Arranging for purchase requisitions to be sent to suppliers by appropriate means.
- Ensure that all purchase requisitions have been approved by the appropriate budget holder and in line with the scheme of delegation.
- Assist with the processing of all invoices for the North East Cluster 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.
- Assist with the weekly BACs payment run and ensure that suppliers are paid within payment terms.
- Arranging for remittances advices to be sent to suppliers on a weekly basis.
- Receive and check all statements from suppliers
- Assist with the regular review and maintenance of the outstanding purchase order and goods received notes reports.
- Assist with the preparation of monthly credit card return
- Assist with the administration of new suppliers



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 requests 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 in 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 payment request forms and one off supplier payments are received and processed on the online bank account portal 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 duties:

- Posting journals to the accounting system to correct coding errors where necessary.
- Maintain manual and computerised records/management information and data systems.
- Providing general administration and clerical support such as photocopying, electronic filing and scanning.
- Assist with monitoring the Finance shared email mailbox and responding to day to day queries.

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.

Safe Guarding Statement

Oasis Community Learning is committed to the safe guarding 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.

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



Signed:

| | | | |
|-------------------|--|----------------------|--|
| Employee: | | Line Manager: | |
| | | | |
| Print Name | | Print Name | |
| Date | | Date | |
| | | | |



Regional Finance Assistant (Apprentice)- 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 confident 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, message and example 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 | <ul style="list-style-type: none"> • AAT trained |
| Experience, Skills and knowledge | <ul style="list-style-type: none"> • Self-motivated and committed to self-development • Good and accurate numeracy, written and oral communication skills • Able to work as part of a team • Ability to report & present information effectively • Good organisational skills, ability to use own initiative and pay close attention to detail • Proficient use of e-mail and the internet • 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 • High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of data/information | <ul style="list-style-type: none"> • Previous experience in an accounts environment or equivalent within Education • Working knowledge of editing PDF documents using Adobe |
| 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 CRB checks. • Motivation to work with children and young people | |