



Job Description

POST:	Finance assistant
RESPONSIBLE TO:	Finance officer
GRADE:	SCP 7-11
LOCATION:	Midlands regional office, Oasis Academy Woodview
COMPANY:	Oasis Community Learning (OCL) and ITS- all tasks cover both OCL and ITS
WORKING PATTERN:	Permanent 37 Hours Per week

JOB PURPOSE:

To support the finance officer and national finance function at a transactional processing level in order to deliver outputs required for stakeholders.

To establish an excellent working relationship with local and regional academy finance staff.

Transaction processing

Purchase ledger:

- Ensure that purchase requisitions are received and processed accurately 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 accurately process all purchase invoices, 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)- match against purchase orders and goods received note where applicable;
- Ensure that all expenditure is accurately recorded against the relevant nominal code and cost centre, and that the correct VAT code is used;
- Posting of invoices covering more than one academy, e.g. catering, photocopying, mobile phone contacts

Sales ledger:

- Ensure that sales orders/ requests are received and accurately processed on the accounting system in a timely manner;
- Ensure that all income is recorded accurately 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;

Receipts and payments:

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

Other:

- Ensure that petty cash returns are received and accurately processed on the accounting system in a timely manner (ensuring VAT reclaim is made);
- Ensure that credit card returns are received and processed accurately on the accounting system in a timely manner (ensuring VAT reclaim is made);
- Ensure that employee expense returns are received and accurately processed on the accounting system in a timely manner (ensuring VAT reclaim is made);

- Posting general journals to the accounting system, e.g. to correct coding errors where necessary;

Purchase ledger maintenance

- Prepare the weekly/ fortnightly BACS payment runs (for review payment by the finance officer) and ensure that suppliers are paid within payment terms;
- Receive and check all statements from suppliers and monthly reconciliation of supplier accounts. Ensuring that suppliers with the highest turnover are reconciled monthly;
- Regular review and management of the purchase ledger, ensuring all debit balances and items over 30 days old are fully understood and cleared in a timely fashion;
- Investigate and action any issues or queries that arise with regards to creditors;
- Regular review and maintenance of the outstanding purchase order and goods received notes report;
- Create new supplier accounts on the accounting system according to the new supplier accounts guidelines, evidencing all required checks;

Sales ledger maintenance

- Ensure that all invoices are monitored and chased so that prompt payment is received;
- Regular review and management of the sales ledger, ensuring all credit balances and items over 30 days old are fully understood and debts chased/ written off in a timely fashion;

Bank account maintenance

- Download the bank statements from internet banking and upload to the accounting system daily;
- Reconcile bank accounts daily ensuring that there are no items greater than 2 weeks old;
- Ensure that all banking paperwork is distributed or filed in a timely manner;
- Banking administration- ordering and distributing cheque books and paying in books to academies; downloading and emailing the monthly bank statement to each academy; assisting the amendment of bank mandates within the group;
- Collate, review and pay all academy/ regional supplier payment runs weekly or fortnightly as agreed, notifying them when this has been performed;

Other balance sheet accounts

- 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 finance officer;
- Accruals – ensure that all outstanding invoices for services/goods delivered which meet the materiality limits are recorded on a spreadsheet for monthly posting by the finance officer;

Finance system

- Create and maintain user accounts on the finance system including levels of authorisation;
- Be the first point of contact for all finance system queries, i.e. monitor the email address for queries and respond in a timely manner. Escalate to external provider where necessary;

ICT/ OCMS specific duties

- Process purchase orders within expected time frame and reconcile with OCMS system;
- Deal with purchase enquiries on a daily basis and log them on OCMS;
- Reconcile ICT stock, check the spreadsheet and post relevant transactions;

Other duties

- Credit card- deal with credit card queries; downloading and emailing credit card statements monthly to academies; prepare relevant monthly management reporting; to identify and investigate unusual credit card transactions; to file all relevant paperwork or electronic documentation appropriately;
- Monitoring and actioning of emails received in the finance inboxes ;
- Provide transactional national office and academy finance support where required, e.g. covering absence/ vacancies in the short term;
- To be the full back up for the ICT/PES finance assistant role, including full use of OCMS;
- Any other duty as may reasonably be requested of you by your line manager.



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.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed manually.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and maths at A*-C or level 2 equivalent 	<ul style="list-style-type: none"> Desire to study towards Association of Accounting Technicians or similar qualification
Experience, Skills and knowledge	<ul style="list-style-type: none"> ICT Skills including word processing and excel Good communication skills Good organisational skills, ability to show initiative and to pay close attention to detail Self-motivated Sound problem analysis and problem-solving skills Relevant experience of working in Finance 	
Personal Qualities	<ul style="list-style-type: none"> Ability to work effectively with a range of people – staff, outside agencies Ability to prioritise work and deliver to tight deadlines Ability to work independently and as part of a team Ability to interpret and follow procedures Enthusiastic approach to customer service Ability to reflect Emotional resilience in working in a range of challenging situations Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	