



# Job Description

**POST:** Regional Finance Assistant (Apprentice)

**RESPONSIBLE TO:** Deputy Regional Finance Manager/ Regional Finance Manager

**GRADE:** Apprentice

**KEY RELATIONSHIPS:** Finance Officers and Regional Finance Manager

**LOCATION:** Regional Office at Oasis Academy Lords Hill - Southampton

**WORKING PATTERN:** 37 hours per week

**JOB PURPOSE:** This post involves working within the south coast regional finance team, ensuring that finance transactions are processed in an accurate and timely manner and in accordance with Oasis financial policies.

This post involves working across all Academies within the South Coast cluster. Ensuring that transactions are processed in an accurate and timely manner and in accordance with Oasis financial policies

## DUTIES:

### 1. Purchase ledger

- Ensure that purchase requisition requests 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 Southampton/South Coast 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 preparation of the weekly/ fortnightly BACs payment run to 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 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 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

### **5. Other duties:**

- Monitoring and actioning of emails received in the finance inbox

## **Health and Safety Statement**

So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder 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.**

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



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