

JOB DESCRIPTION

TITLE OF POST: ASCAT Finance Assistant

ACCOUNTABLE AND RESPONSIBLE TO: Finance Manager

Pay Scale: H5

MAIN PURPOSE OF THE JOB:

To carry out a range of tasks to support the CEO and Core Executive Team in the following key areas of operation of the Trust:

- Accounts

ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS, AS REQUIRED:

ACCOUNTS:

Purchase Ledger:

- Check that invoices have been correctly authorised and that net and VAT amounts are correct
- Key and scan invoices including those paid by charge card and by direct debit
- Key any payment requests once authorised by budget holder
- Pay creditors- preparation of BACS, agree details of BACS to creditor invoices, record BACS number on each invoice and email remittance advices
- File invoices once paid
- Deal with any email/telephone queries from creditors

Journals:

- post all payments/receipts journals – charge card, salaries, bank interest etc
- post monthly intercompany journals

Reconciliations:

- bank account reconciliations
- charge card reconciliations

VAT

- monthly VAT return for the each academy
- file monthly VAT return for the Trust with HMRC

OTHER:

- Assist with any other general financial and administrative tasks as requested
- Attend training courses, departmental meetings and performance management interviews as directed by the line manager .
- Undertake any other reasonable tasks as directed