



**THE PYRAMID SCHOOLS TRUST**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Finance Assistant
<b>RESPONSIBLE TO:</b>	Finance Manager/Finance Officer
<b>JOB PURPOSE:</b>	To process and record financial transactions including orders and invoices.

**Main duties and responsibilities:**

1. To maintain accurate and complete records of all income and expenditure within the school budget and School Fund, working at all times in accordance with the trust's agreed financial procedures.
2. To assist in the preparation of the annual budget, producing out-turn reports and carrying out year-end procedures.
3. To produce data and reports on financial matters as required by the Chief Finance Officer and Headteacher.
4. To manage online payment systems to receive monies received from pupils and staff in respect of educational visits, school photographs etc.
5. To process orders by raising purchase orders and requisitions, dealing with goods received and chasing up outstanding orders as necessary.
6. To deal with payment of invoices, recording details and preparing for authorisation.
7. To deal with the production of all financial returns in a timely and accurate manner.
8. To file invoices and remittances.
9. To update and store supplier contracts.
10. On a daily basis, to chase outstanding debts, keeping relevant parties such as Finance Manager and Pastoral Leaders advised where necessary.

**Pyramid Schools Trust**

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**Website:** [pyramidschoolstrust.org](http://pyramidschoolstrust.org)

11. To match delivery notes to invoices, check for correctness and items received, deal with invoices for payment, preparing for authorisation.
  12. To issue recharge invoices as necessary.
  13. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
  14. To undertake any other duties of a similar level and responsibility as may be required.
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