

Role Profile					
<b>Job Title</b>	Finance Assistant	<b>Job No. (Office Use)</b>	RSAT/FIN/001	<b>Band/Band Range- (for career grades)</b>	Plymouth NJC Grade C
<b>Directorate</b>	Shared Service Centre		<b>Department</b>	Finance; Reporting into Finance Shared Service Manager	
<b>Hours of Work</b>	Full time (37.5 hours per week, 52 weeks per year)		<b>Location</b>	UTC Plymouth, Park Avenue, Plymouth PL1 4RL	
<b>Job Purpose</b>	<p>The Finance Assistant is a member of the Shared Services Centre, responsible for the efficient and effective processing of day-to-day financial transactions and related transactions across multiple business areas including all schools and central department to a high standard. The role will report into the Finance Shared Service Manager and will encompass daily processing of purchase and sales transactions, regular review and reconciliation of open items on the ledgers and addressing any queries and issues. The post-holder will interact with many different stakeholders including third party suppliers, customers, academy staff, the Trust's Executive team and Trustees.</p>				
<b>Decision Making</b>	<p>The job involves working from instructions and in accordance with the Financial Scheme of Delegation and Financial Procedure. Scope for making minor decisions involving the use of initiative. Problems are referred to a supervisor/manager. Little close supervision is necessary beyond that provided by working arrangements and methods.</p>				

<b>Accountabilities</b>	<p><b>Purchase Ledger</b></p> <p>Process purchase orders to support the schools, central and Trust when required.</p> <p>Email approved purchase orders to suppliers, when required.</p> <p>Register purchase invoices against approved purchase orders, in accordance with financial procedures.</p> <p>Investigate and address invoices that do not match an approved purchase order.</p> <p>Identify purchase invoices for prepayment and notify Business Partners for processing.</p> <p>Address queries from suppliers, academy staff and other parties as is necessary, in a professional and efficient manner.</p> <p>Regular review of open purchase orders. Investigate and resolve any purchase orders that have been open for more than 30 days.</p> <p>Process credit card transactions and payments.</p> <p>Process staff expense claims and ensure claims are in accordance with the staff expenses policy.</p> <p>Request the setup by the Finance Manager of new suppliers where required, providing accurate supplier data evidenced by the supplier.</p> <p><b>Sales Ledger</b></p> <p>Preparation of sales invoices as directed by the Finance Shared Service Manager/Executive Business Managers</p> <p><b>Other</b></p> <p>Assist to identify and develop changes to processes, to improve efficiencies.</p> <p>Assist with any aspects of the internal and external audits as directed by the Finance Shared Service Manager.</p> <p>Maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.</p> <p>Other ad hoc duties including administration as requested by the Finance Shared Service Manager .</p>
<b>Demands</b>	<p>There will be limited requirements to stand, walk, and lift and carry items.</p> <p>The work must be completed methodically and to deadlines.</p>

<b>Working Conditions</b>	<p>This post is mainly office-based; there is minimal exposure to unpleasant environments or disagreeable people-related behaviour.</p>
<b>Experience, Knowledge and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*-C in Maths and English</li> <li>• Knowledge to undertake a range of tasks involving the application of financial rules and procedures and operation of IT including spreadsheets and finance software</li> <li>• Awareness of the Data Protection Act 1998 and GDPR for the security, accuracy and relevance of personal data, to ensure that all administrative and financial processes comply with this</li> </ul>
<b>Skills and Technical Competencies</b>	<p><b>Essential</b> The post holder is required to:</p> <ul style="list-style-type: none"> <li>• Interpret information or situations, in order to solve straightforward problems related to purchase orders and purchase invoices.</li> <li>• Good communication skills, both written and oral</li> <li>• Able to work well within a team</li> <li>• Have some level of general IT skills (e.g. keyboard and mouse usage, spreadsheets)</li> <li>• Able to work accurately and with attention to detail</li> <li>• Able to treat information in confidence</li> <li>• Demonstrate a commitment to customer care</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• The post holder should be familiar with the use of basic office equipment (e.g. photocopier, fax, shredder)</li> </ul>
<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>