

Role title: Finance Assistant

Reporting to: Finance Manager

Role outline and responsibilities

The main purpose of the role is to support the Finance Manager with all aspects of the purchase ledger, and to assist with other finance and administrative matters.

Purchase ledger clerk– duties including but not limited to the following:

- Ensuring all purchase invoices are efficiently and accurately processed onto xero software for approval
- Ensuring that all documents are categorised correctly by nominal code and between sites
- Liaising with the team to obtain further information when a transaction is not clear
- Reconciling supplier statements
- Liaising with suppliers and resolving queries
- Answering queries from staff and providing adhoc support
- Helping with supplier payment runs and ensuring invoices are settled on time
- Ensuring all due diligence requirements are completed for new suppliers, or for changes in supplier details
- Checking and reconciling the staff expenses debit cards to ensure all supporting invoices are obtained and accurately processed
- Ensuring confidential information is used correctly and handled sensitively
- Constantly reviewing and working to improve the financial systems
- Helping to implement any new financial processes and controls

Other responsibilities:

- Assisting with the training of staff as and when required
- Undertaking other administrative and professional duties as directed
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our pupils, your colleagues and your own mental health
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> English and Maths GCSEs at grade 5 / C or above Experience of working in a bookkeeping role 	<ul style="list-style-type: none"> AAT qualified Education to A level standard or equivalent
Knowledge and understanding	<ul style="list-style-type: none"> Good knowledge of best practice and processes for all transactional aspects of purchase ledger accounting 	<ul style="list-style-type: none"> Understanding of Safeguarding and Child Protection issues Knowledge of working in finance in an educational environment
Leadership and management	<ul style="list-style-type: none"> Experience of working effectively as a member of a team Experience of liaising effectively with other organisations/agencies Capability to deal sensitively with people and resolve conflicts 	
Skills and abilities	<ul style="list-style-type: none"> Very strong IT/software skills including using excel and accounting software Able to interpret accounting treatment of commercial transactions Well-developed analytical, planning and organisational skills Able to operate effectively under pressure and to prioritise and plan work to deliver to strict deadlines Able to communicate effectively and explain complex financial information to non-financial people A high level of accuracy and attention to detail Able to use initiative and work independently Able to make decisions based on facts Able to seek ways to improve work processes 	Experience of working with Xero and associated apps/add-ons
Personal qualities	<ul style="list-style-type: none"> Owns tasks / "a completer finisher". Positive mental attitude Looks at ways to reduce waste and work effectively An analytical and enquiring mind. Honest and trustworthy Adaptability to changing circumstances / new ideas A commitment to inclusive education. Empathy and respect towards others Team player, flexible and willing to support the team Work effectively with colleagues within and across boundaries 	<ul style="list-style-type: none"> Determination to succeed and the highest possible expectations of self and others. Strong willingness to learn and maintain professional qualifications