

## JOB DESCRIPTION

### Finance Assistant – Sales Ledger

<b>PLACE OF WORK: Ebor Central Services Team, York.</b>		<b>CURRENT GRADE:</b> Grade 4 (current range £16,793 to £18,295) with possible progression to Grade 5, depending on completion of professional exams and performance.
<b>REPORTS TO: Finance Manager</b>		
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b> To complete reconciliations of the bank, raise sales invoices and ensure prompt payment from customers.	
<b>2.</b>	<b>KEY TASKS</b>	
	i.	Bank Reconciliation – On a daily basis post receipts and payments from the Ebor bank accounts to the PS Financials accounting system.
	ii.	Sales Ledger – Raise sales invoices for external and internal customers, reconcile sales ledger and ensure that payments are received for all monies outstanding in a timely way.
	iii.	Support the Finance Manager and Finance Director in completing transaction finance functions including purchase ledger and other accounting transactions.
	iv.	Deliver a professional and timely finance service to all schools in the Trust.
	v.	Update and maintain cashflow forecast model.
	vi.	Control the transfer pricing rates and rental rates for the Trust
	vii.	Support the Finance Manager and team in managing and maintaining the other ledgers as required.
	viii.	Support the Finance Manager with basic accounting entries and month-end duties.
	ix.	Support for the integration/ due-diligence in relation to new schools
	x.	Support for the induction of new schools
	xi.	Liaison with Internal and External Auditors as required.

	xii.	Comply with all academy policies and procedures.
	xiii.	To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the academy appraisal process.
	xiv.	Any other reasonable duties commensurate with the level of the post.
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>	
	No direct supervision and management of people in relation to this role.	
<b>4.</b>	<b>MAIN CONTACTS &amp; RELATIONSHIPS</b>	
	<p>Internal: Finance Manager, Finance Director, Finance Assistant, Academy Business Manager</p> <p>External: Office Managers (or equivalent within schools), but may liaise with Headteachers and other relevant leaders, depending on the aspect of work/ development.</p>	

## PERSON SPECIFICATION

### Finance Assistant – Sales Ledger

<b>6.</b>	<p><b>KNOWLEDGE AND QUALIFICATIONS</b></p> <p><b>Essential, i.e. the postholder must have:</b></p> <ul style="list-style-type: none"> <li>• GCSE Maths (or equivalent) grade C or above</li> <li>• Knowledge of basic accounting, including double entry</li> </ul> <p><b>Desirable, i.e. the postholder would ideally have:</b></p> <ul style="list-style-type: none"> <li>• AAT level 2 (or equivalent)</li> </ul>
<b>7.</b>	<p><b>EXPERIENCE</b></p> <p><b>Essential, i.e. the postholder must have:</b></p> <ul style="list-style-type: none"> <li>• Experience in financial management and the ability to demonstrate this to a good level of effectiveness</li> <li>• Experience in using Financial Software</li> <li>• Experience of written and verbal communication with a range of stakeholders</li> </ul> <p><b>Desirable, i.e. the postholder would ideally have:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience in supporting others.</li> </ul>
<b>8.</b>	<p><b>SKILLS AND PERSONAL QUALITIES</b></p> <p><b>Essential, i.e. the postholder must have:</b></p> <ul style="list-style-type: none"> <li>• Good financial management skills</li> <li>• Good Excel skills</li> <li>• Highly attentive to detail and diligent.</li> <li>• Computer literate with financial systems</li> <li>• Self motivated and organised</li> <li>• Ability to work as part of a team</li> <li>• Ability to challenge the status quo</li> <li>• Ability to communicate effectively, both orally and in written form</li> <li>• Ability to be professional in all aspects of work and model the expectations of the Trust</li> <li>• Committed, hardworking and reliable</li> <li>• Committed to Equality of Opportunity</li> </ul> <p><b>Desirable, i.e. the postholder would ideally have:</b></p> <ul style="list-style-type: none"> <li>• Ability to analyse data and information</li> <li>• A desire to improve and increase accounting knowledge</li> </ul>

9.

**POSITION OF JOB IN ORGANISATION STRUCTURE**

