

Godstowe

Job Description Finance Assistant Purchase Ledger

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

To assist with the operations of the School's finances and accounts.

Management

The Finance Assistant - Purchase Ledger reports to the Director of Finance & Operations and works closely with other members of the admin team.

Duties and Responsibilities:

a. Purchase Ledger – Expenditure

- Update iFinance accounting system as required, scrutinizing the purchase ledger
- Setup new suppliers on iFinance
- Ensure invoices are entered onto iFinance under the correct nominal code and sent for authorisation to the correct budget holder
- Ensure credit card statements are received and processed within agreed timelines and that all purchases made by credit are correctly reconciled and processed within the Chart of Account
- Ensure Amazon statements are received and processed within agreed timelines and that all purchases are correctly reconciled and processed within the Chart of Account
- Ensure expense forms are entered onto iFinance and authorised by the appropriate line manager
- Prepare invoices for payment, ensuring correct authorisations are obtained, setup payment runs via BACS
- Check and reconcile supplier statements on a monthly basis in-line with the end of month processes
- File invoices and statements

b. Management Accounts

- Assist Finance Director with monthly management accounts
- Review nominal accounts for accuracy and completeness
- Reconcile Balance sheets on a monthly basis
- Inform budget holders monthly of actual expenditure
- Assist Finance Director with budgeting and forecasting

c. General

- Assist the DFO with any other duties as required
- Support the wider Finance Team on ad hoc tasks
- Provide support and assistance with bank reconciliations and sales ledger when required
- To complete generic administration duties and any other reasonable requests that may be required to meet the needs of the business
- Maintaining confidentiality of the department and using discretion where necessary
- To ensure that all tasks are completed and that all information remains confidential
- Ensuring good relations and communications with all members of the school staff and community and responding politely and in a timely fashion to all parental enquiries
- Strong organisational skills and a keen eye for detail
- The post holder has personal responsibility for safety as outlined in the Health and Safety at Work Act 1974
- All staff are required to abide by and promote the School's Safeguarding, e-safety, Professional Conduct and Equal Opportunities Policies
- Promote and ensure the good reputation of the school
- Carry out any other duties commensurate with the post

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

Dec 2024