

## JOB PROFILE

<b>Job title:</b>	<b>Accounts Assistant</b>
<b>Responsible to:</b>	Finance Manager
<b>Salary / Grade:</b>	Grade 3 £16,781- £18,070
<b>Working hours / weeks:</b>	37 hours per week, year round
<b>Core purpose:</b>	<p>Under direction of the Trust Finance Manager, to maintain Purchase Ledger, Sales Ledger and Cashbooks for The Two Counties Trust Central, the associated Trading Company and a school within The Trust.</p> <p>This post applies consistent coding for day-to-day financial reporting requirements and functions including compliance with policy and statutory requirements.</p> <p>The post holder will also be required to support payroll during busy periods.</p>

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To observe all policies / procedures / working practices / regulations, and in particular to comply with policies in respect of Equal Opportunities, Health and Safety, Financial Regulations and Safeguarding.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Key responsibilities:

1. Assist the Trust Finance Manager with:
  - Purchase Ledger requirements, matching invoices to Purchase Orders ensure correct and consistent coding for all business units.
  - Sales Ledger requirements, matching invoices to Sales Orders ensure correct and consistent coding for all business units.
  - Cashbook requirements including reconciling bank statements.
  - Ensuring the Trust's Trading Company data is completed by each school, identifying 'Gift Aid'.
  - Working collaboratively with the school's administration team(s) to manage expenditure within the purchase ledger and any issues that may arise.
  - Assisting with Monthly Management Accounts.

- Identify Accruals & Prepayments, Deferred and Accrued Income adjustments in monthly Management Accounts.
  - Scan invoices, Orders, Remittances and other associated documents and matching to transactions within Sage.
  - Term End Reporting.
  - Trust wide Benchmarking analysis.
  - Financial Year End requirements.
  - Statutory Reporting.
  - Any other reasonable directions from the Trust Finance Manager.
2. Ensure that compliance with Trust finance policies is robust throughout the units for which this role is responsible.
  3. Ensure consistent accounting treatment.
  4. To support payroll processing as required under the direction of the Payroll Manager.
  5. Any other reasonable requirements commensurate of the role to ensure financial management of the Trust are robust.

**Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

**Core Values:**

Respect for individuals: We work together to create a culture based on trust, respect and dignity.

Integrity: We are open, honest and direct in our dealings.

Collaboration: We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.

Continual improvement: We are a learning organisation that strives always to 'make our best better'.

Accountability: We hold ourselves accountable and take ownership.

### PERSON SPECIFICATION

<b>Role: Accounts Assistant</b>		E/D	A	I
<b>Qualifications and Training</b>				
1	Working towards a technicians Accounting Qualification or willing to achieve	E	✓	
2	Operating SAGE 200	D	✓	
3	Educational Sector Accounts training	D	✓	
<b>Experience</b>				
4	Experience of working in an accounts role in either the public or private sector	E	✓	✓
5	Experience of working in an accounts role in within education	D	✓	✓
6	Experience of Purchase Ledger	E	✓	
7	Experience of Sales Ledger	E	✓	
8	Experience of working in a group company structure	D	✓	
9	Experience of using Sage or similar accounting software	E	✓	✓
10	Experience of Cashbook processing and Bank Reconciliation	E	✓	
11	Experience of payroll administration	D	✓	✓
<b>Knowledge and understanding</b>				
12	Knowledge of current accounting practices	E	✓	✓
13	Understanding of the role of Multi Academy Trusts	D	✓	
14	Understanding of the secondary school environment	D	✓	
<b>Skills and abilities</b>				
15	Strong customer service focus	E	✓	✓
16	Highly numerate with an eye for detail	E	✓	✓
17	Clear and accurate written communication skills	E	✓	
18	Confident verbal communication skills	E		✓
19	Ability to set and achieve high standards	E		✓
20	Highly organised and able to prioritise own workload.	E		✓
<b>Personal attributes</b>				
21	Able to rise to a challenge	E		✓
22	Positive and enthusiastic with a drive to improve	E		✓
23	Patience and persistence	E		✓
24	Strong team player	E		✓
<b>Other</b>				
25	A commitment to uphold and promote equality of opportunity	E		✓
26	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

**KEY:** ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** May 2018