

Job Description

Job Title:	Finance Clerk
Location:	Trust Shared Services Offices – Colonel Frank Seely Site
Salary:	The Redhill Academy Trust Pay Scale, Band 8, Scale Points 36-40
Hours of Work:	37 hours per week, 8.00am – 4.00pm (3.30pm on Friday)
Responsible to:	Financial Controller
Post Objective:	To assist with the management and monitoring of the Trust's financial resources and provide transactional delivery of the accounting system in line with the Trust's financial controls.

Main Duties and Responsibilities:

- Undertake day to day administration of the Trust's financial administration including:
- Authorising orders (up to limits of delegated authority)
- Processing invoices
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- Processing BACS to suppliers
- Monthly reconciliation of expenditure (pay and non-pay)
- Process all credit card transactions and carry out monthly reconciliation process
- Deliver effective financial record management
- Assist Payroll department with any requests relating to the various pension schemes and other 3rd Party salary connected payments in which the Trust participates.
- Maintain records of Direct Debits and Standing Orders and update as required.
- Where required, assist in the preparation of financial returns for the EFA, Governing Bodies, accountants and other central and local government agencies within statutory deadlines including rating assessment and VAT liabilities.
- Where required, support the Finance Director and Planning & Analysis Manager as required in all aspects of budgeting, forecasting and variance analysis activity, as well as value for money review project work.

- Where required, work with, or in the capacity of, Internal Audit on regular audit inspections; when required submit accurate records for analysis by auditors and be prepared to discuss and explain all entries.

General

- Liaison with other departments and non-teaching staff over matters relating to Finance and whole-academy issues.
- To uphold and actively support the Trust's policies and procedures.

Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.