

## **Job Description – SNMAT Finance Assistant**

### **Role Purpose:**

To effectively and efficiently support the Finance Manager and Business Director with the administration and management of the finance and resources of SNMAT.

### **Reporting to:**

Finance Manager

### **Working time:**

15 hours per week term time only

### **Salary Grade:**

Grade 4

### **General Duties:**

- To assist the Finance Manager with effectively and efficiently managing the accounts for SNMAT.
- To assist the HR Officer with effectively and efficiently managing the payroll for SNMAT.

### **Specific duties:**

#### Financial Administration

- To process orders and invoices for the central MAT on the financial management system;
- To prepare payment runs on the financial management system and upload these to commercial banking online ready for authorisation;
- To administer the purchase ledger for all the academies in SNMAT, ensuring that this is kept up to date including verifying bank details with suppliers;
- To assist with preparations for audit and the administration of the audit process for academies;
- To support academies using the financial management system and correct processing errors as appropriate;
- To assist with the completion of the month end processes and reconciliations for the Central MAT and, where necessary, for individual academies;
- To assist with monitoring the cash flow for the central MAT;
- To assist with checking the funding allocations for each academy as received in the central bank account against the remittance advices for each academy;
- To assist with transferring the grant allocations to the individual academy bank accounts, less the agreed central services recharge where applicable, and completing the appropriate transfer journals on the financial management system;

- To assist with producing the consolidated monthly VAT returns to HMRC and transferring the VAT refunds from HMRC to the individual academy bank accounts and completing the appropriate transfer journals on the financial management system;
- To assist with setting up the bank account, credit cards, Lloyds Commercial Banking On-line etc for converting academies and changes to the bank mandates due to staff changes;
- To assist with producing forms and guidance notes for financial procedures as required.
- To visit Business/Office Managers in situ to provide support as required.

Payroll

- To assist with checking the payrolls for all the academies on a monthly basis;
- To reconcile the payroll reports with the budget setting software for all academies on a monthly basis;

Pensions

- To assist with the completion of the End of Year Certificates (EOYC) for Teachers' Pensions and the Annual Return for the LGPS for all academies in the Trust;

Other

- To assist with the setting up of a preferred contractors list for premises work;

**Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed annually to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

This job description is current at the date below but will be amended on an annual basis (or as the need arises) and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed \_\_\_\_\_ Post Holder                      Date \_\_\_\_\_

Signed \_\_\_\_\_ CEO                                      Date \_\_\_\_\_