

# **ST JOSEPH'S SPECIALIST TRUST**

## **Job Profile**

### **Accounts Assistant**

**Name:**

**Date:**

**Job Context:** St. Joseph's Specialist Trust is a specialist school and college, registered children's home and an adult supported living function (together "St Joseph's"/ the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

**Title:** Accounts Assistant

**Job Purpose:** Responsible for the effective and efficient administration of the operational finance function with a focus on looking after purchase ledger.

**Reports to:** Financial Accountant

## **KEY ACCOUNTABILITIES**

- Due to the nature of our environment and the challenges posed by our students, physical and mental resilience is required.
- Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.\*

\*St Joseph's requires all staff to pass training in the positive behaviour management framework, Team Teach

### **Policy and Leadership**

- To have a good working knowledge and understanding of all Trust policies.
- Working within the Business & Admin team ensure all policies are vigorously adhered to in practice particularly in relation to health and safety and security to minimise risks to the Trust, the staff and the students.
- To work within the framework of the Trust's statutory and accounting procedures. To always apply the highest standards of accountability, ethics and confidentiality to all work practices.
- To mentor and provide support and guidance to less experienced members of the finance team sharing gained knowledge.
- Engage with the Trust's Performance Management programme ensuring continued professional development.
- To attend and contribute to staff meetings, open evenings and/or consultation evenings as required by the Trust.
- Share duties within the Business & Admin team to ensure the smooth running of the function as a whole over the various peaks of activity in the Trust/school year

## **Purchase Ledger and Ordering**

- Running the full purchase ledger function, from posting invoices through to making payments, posting cash and reconciling afterwards.
- Running creditor reports and staying in control of financial spending, ensuring accurate information is entered into the reporting structures.
- Looking after the administrative tasks for the department too - ensuring the team are up to date with running the department, the projects and the suppliers. Assisting where you can, ensuring procedures and processes are efficient.
- Assisting the team with month-end / year-end processes.
- Dealing with any ad-hoc finance queries in a professional and timely manner.
- Actively look to improve systems and processes to ensure operations are efficient.
- Ensure accuracy of transactional postings from POs to payments
- Monitor cash flow and ensure payments are made responsibly and on time
- Support ordering clerk & process orders as facilitated through the Ordering procedure and assisting with value for money and budget checks.
- Monitoring credit card orders – following the process and procedures in place
- Match requisition / PO's to invoices where required to ensure correct payment for all goods and services. Investigate anomalies with regard to incoming invoices/statements and contact suppliers to solve any problems.
- Routine data input and journal entries ensuring the effective administration of Purchase Ledger and other systems as required.
- Process all supplier payments on the Trust bank account.

## **Petty Cash and Corporate Cards Administration**

- In the absence of the Accounts Assistant responsible for Petty Cash and Corporate Cards operations process all petty cash/corporate cards requests ensuring the correct supporting evidence is retained and that the correct authorisation procedures are followed.
- Ensure the petty cash/corporate cards is/are reconciled on an agreed timely basis to cash held and to the control accounts on the nominal ledger. Update the petty cash/corporate card log daily.
- Ensure that cash is held securely. Arrange for petty cash collection at the bank.

- Collect, record and distribute pocket money as per the school's policy.
- CLASS Funding: issue floats, check expenses, facilitate orders where requested – reconcile to PASS.
- RESIDENTIAL Funding: issue floats, check expenses, facilitate orders and activities where requested, update budget monitoring schedule – reconcile to PASS.

### **Other Finance Related Tasks**

- Deal with any accounts or financial queries presented by members of staff or the Finance Committee as required.
- Process all staff expenses.
- Assist with ensuring that credit card details and statements are reconciled.
- Support the Finance team reporting operations as required.

### **Other Tasks**

- Deal with any accounts or financial queries presented by members of staff as required.
- Ensure all purchasing files are well managed and filing up to date at all times.

### **Management of Administration and Resources**

- To keep records and carry out procedures to satisfy Trust policies.
- Ensure the Trust's financial data is held confidentially and securely and an adequate backup system is in place and operating.
- Ensure an archiving system is in place and routine inclusion to and disposal of archives is kept up to date and in line with the school's procedures and legislative requirements. Ensure old archives are disposed of securely.
- Undertake other tasks as reasonably correspond to the grade and the general character of the post. To carry out other reasonable requests made by the SLT, Governors or Trustees

## Evaluation and Quality

- Ensure the purchasing systems are fit for purpose to make the work as efficient as possible, developing and enhancing systems to improve them when possible.
- To provide continuity in support to the school, maintain a good working knowledge of processes and procedures in relation to credit control and purchasing.
- To provide reliable consistent support delivered on time.
- At all times maintain confidentiality and comply with the data protection policy and procedures.

This job profile is drawn up in the light of the following statement.

*'The role of Accounts Assistant is much valued within St Joseph's Specialist Trust'*

*"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".*

**Signature:** \_\_\_\_\_  
Accounts Assistant Executive Principal

**Date:** \_\_\_\_\_