

Future Academies

Job description: **Working Capital Assistant**

Direct Report to: Financial Controller

Overview:

Support the Financial Controller in the daily processing of financial transactions for the Future Academies (FA) Trust.

Specific Duties:

Purchase Ledger

- Setting up, updating and maintaining supplier account details for FA suppliers on PSF
 - Converting PSF purchase requisitions, approved by managers, of up to an agreed value, into PSF purchase orders, and checking that the coding is correct
 - Sending the PSF purchase orders to FA suppliers; and advising the suppliers that their purchase invoices will only be paid by FA if the supplier quotes the FA purchase order number on the supplier invoice
 - Processing purchase invoices received from FA suppliers for payment
 - Scheduling and communicating future BACS run dates
 - Processing payment runs via BACS accurately to the scheduled deadlines
 - Sending remittance advices to FA suppliers and filing invoices
 - Reconciling FA supplier statements
 - Resolving FA supplier queries and issues
 - Ownership of the Finance mailing inbox finance@futureacademies.org
 - Downloading daily online bank statements and importing them into PSF, and then coding and posting bank transactions
 - Inputting into PSF, and checking the quality and accuracy of, staff expense claims
 - Using the FA corporate credit card to make small value purchases, based on approved purchase orders
- **Reconciliations & Reporting**
 - Assisting with the preparation of balance sheet reconciliations, in particular the bank accounts, and petty cash account
 - **Other:**
 - Issuing activation letters to parents for ParentPay, and supporting parents of pupils with queries on ParentPay
 - Processing timesheets from PA staff for lunch – time duties, extra hours etc. and include on the relevant payrolls
 - Collecting monies from charity fundraising activities and arranging the banking thereof
 - Managing school trip payments
 - Managing the stock of PA uniform in the transition period to Whitehall Clothiers, and handling cash receipts from stationery sales
 - Ad-hoc tasks to assist the Financial Controller and Chief Operating Officer
 - Assist the Finance Team in any other duties arising from the monthly processes

Person specification - key skills and experience:

- Good experience of all aspects of running a purchase ledger, from setting up new suppliers to raising purchase orders to processing purchase invoices to making BACS payment runs, and reconciling supplier statements etc.
- Team player with good communication and organisation skills
- The ability to work well under pressure to tight deadlines.
- Strong numeracy and attention to detail is critical, as is a flexible and conscientious approach
- Good Excel skills and experience of using accounting systems.
- Experience of working in a MAT and using the PSF financial system are desirable but not essential.
- Takes the initiative to learn, deliver and improve
- Ability to learn the role quickly and want to make improvements
- Keeps resilient, handles competing stakeholders and prioritises effectively