

Working Capital Assistant ASAP

Salary: Range 4 points 18-21. Point 18 £24,863 pa (actual salary)

Hours: 40 hours a week 8:00 – 4:30pm (30 minutes for lunch)

The expectation is that the appointment will be made at the bottom of Range 4

Future Academies is an educational charity and Multi-Academy Trust, regulated by the Department for Education. Built around a small family of innovative and ambitious schools in central London and now also in Hemel Hempstead, the Trust boasts a proven track record of effective school improvement while transforming the lives of young people. Alongside our six academies, the Trust is well supported by the Outstanding Pimlico London SCITT and the new, innovative and research based Curriculum Centre.

Due to an internal promotion, an exciting opportunity has arisen for a personable and professional Working Capital Assistant, with good skills and experience in running purchase and sales ledgers, bank account reconciliations, and other working capital tasks. A high level of customer service is required to support suppliers, teachers, support staff, and parents and students with queries on e.g. ParentPay, uniform, timesheets etc.

Working in Pimlico, this role would suit a person of the highest calibre who has already gained good experience of all aspects of running a purchase ledger, from setting up new suppliers to raising purchase orders to processing supplier invoices to making BACS payment runs, and reconciling supplier statements etc. You will be a team player with good communication and organisation skills, and 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, and 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.

Closing date: Thursday 17 January 2019 at 3:30pm

To apply: Please complete the Future Academies [support staff application form](#) and send to recruitment@pimlicoacademy.org

Future Academies, Lupus Street, London, SW1V 3AT visit our website www.futureacademies.org to find out more about our ambitious educational family.

Please note that Future Academies reserves the right to shortlist and interview before the closing date if a suitable candidate applies for the post.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.