



## **Finance Assistant**

**Salary** – Grade 3 (£24,790 – 25,584)

**Start date** – Feb/March 2025

**Contract** – Full Time (37hrs)

**Closing date** – 4<sup>th</sup> February 2025

The Forge Trust is a Multi Academy Trust based in Nottinghamshire and Lincolnshire. We are seeking to appoint a motivated Finance Assistant to work within our central finance team. The role will predominantly be based at our central office situated in North Muskham, although there may be a requirement to work at other schools as needed. The successful applicant will report to the Finance Manager.

### **Job Description**

#### **Job Purpose**

The role of the Finance Assistant is to provide a professional and efficient service to the finance function, monitoring how much is owed at all times and providing accurate financial information to the Finance Manager as needed.

#### **Responsibilities**

Processing and posting purchase invoices/credit notes

Managing supplier accounts including making payments and dealing with supplier queries

Checking invoices for accuracy.

Checking invoices match against the orders and checking with schools that the delivery matches the invoices.

Payment/invoices reconciliations.

Overseeing the purchase ledger managing balances and payments due.

Processing of expenses and company credit card reconciliations

Reconciling accounts to supplier statements and investigating any discrepancies

Maintain and update supplier records

Ensuring compliance with Trust policies and procedures

Proactively develop processes to ensure smooth running of the purchase ledger

Assist with general office administration tasks as required

Monitoring the finance inbox

Answering the phone