

## **Job Description**

**Job Title:** Finance Assistant – Purchase Ledger

**Hours:** Part time, Temporary – 15hrs per week, 3-4 month contract

**Salary:** £28-30,000 (pro rata)

---

## **Role Overview**

### **Main Purpose of the Role**

The Finance Assistant – main purpose is to maintain accurate supplier records and ensuring compliance with financial regulations. This is a hands-on role requiring strong attention to detail, excellent Excel skills, and experience with Xero accounting software. You will process supplier invoices, reconcile statements and handle financial queries.

### **Key Responsibilities**

#### **Finance Work**

- Process supplier invoices
- Review and reconciling suppliers' records to identify and correct errors or discrepancies
- Update and maintain accurate financial data in Xero
- Assist with clearing outstanding items and resolving aged balances
- Support month-end and year-end processes by ensuring data accuracy and completeness

#### **General Finance Support**

- Maintain accurate and organised financial records in line with Trust policies and procedures
- Ensure compliance with financial regulations and Trust financial procedures
- Respond promptly and professionally to finance-related queries from colleagues
- Undertake other finance duties as required to support the finance team

## **Person Specification**

### **Qualifications and training**

- AAT qualified, part-qualified, or qualified by experience in a finance role
- Evidence of continuing professional development

### **Experience**

- Proven experience using Xero accounting software (desirable)
- Good experience of Microsoft Excel
- Experience in a finance role
- Experience working in an education or public sector setting (desirable)

### **Skills and knowledge**

- Excellent attention to detail and accuracy
- Strong analytical and problem-solving skills
- Good understanding of financial processes, controls, and compliance
- Effective communication skills, able to explain financial information clearly to non-finance colleagues
- Ability to work independently and manage own workload to meet deadlines

### **Personal qualities**

- Highly organised with the ability to prioritise tasks effectively
- Professional, approachable, and able to build positive working relationships
- Commitment to upholding the values and ethos of Red Balloon Educational Trust
- High standards of integrity, honesty, and confidentiality

### **Safeguarding Statement**

Red Balloon Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments will be subject to satisfactory completion of safeguarding checks.

Red Balloon Educational Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.