

JOB DESCRIPTION

Post title:	Accounts Clerk
Academy:	LST Central Office
Reporting to:	Management Accountant
Salary/Pay range:	£23,000 – £25,000 FTE
Hours of work:	37 hours per week, all year round

Purpose of Job

To provide support to the Finance Officer and Management Accountant, in the provision of an efficient and responsive financial service to Laidlaw School Trust's Academies.

Main Duties and Responsibilities

- To process orders that have been approved through the web ordering system ensuring quotations have been obtained where necessary.
- Process invoices for payment through the financial management system.
- Ensure the timely payment of invoices from the relevant Academy's bank account.
- Reconciliation of purchase ledger statements on an on-going basis.
- Liaise with suppliers to resolve any issues.
- Reconcile Academies credit card statements ensuring all the relevant documentation has been provided.
- Administer the recording of monies in the financial management system, for trips, charities, photographs, etc, which have been banked by the Academies.
- Raise accounts receivable invoices as instructed by the Academies or for any internal recharges, record payments and track outstanding accounts.
- Import the bank statements to the financial management system for auto reconciliation.
- Post any ad-hoc payments and receipts onto the system.
- Monthly invoice accruals.
- Monthly bank reconciliations.
- To develop and maintain positive working relationships with staff throughout the Trust.
- To comply with any reasonable request from the Trust Executive and Senior Management team to undertake work of a similar level not specified in this job description.
- The above list is not exhaustive and other duties relevant to the post may be required from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required