



CEO: Jamie Macintyre

j.macintyre@theforgetrust.co.uk

Job Role	Finance Assistant
Position Type	Full Time (37 Hours)
Start Date	February / March 2025
Closing Date	4th February 2025
Salary	Grade 3 (£24,790 - £25,584)

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.

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

