

Job Description

Job Title: Accounts Assistant

Reports to: RBET Head of Finance

Role overview

The Accounts Assistant plays an essential role in providing support to the Red Balloon Educational Trust (RBET) Head of Finance who supports and manages finances for various RBET Centres throughout the UK. Through maintaining financial systems, recording and processing financial information, data entry and general financial administration, the Accounts Assistant will ensure effective financial management for RBET Central Services.

Responsibilities

- Manage the day-to-day bookkeeping of RBET Central Services including the recording of receipts and outgoings on Xero;
- Oversee day-to-day finances including banking, bank reconciliations, purchase and sales ledgers;
- Manage and complete the set up of payments of supplier invoices, employee expenses, payroll and other relevant expenditure;
- Support the RBET Head of Finance with regards to any required financial reporting;
- Process RBET credit cards and raise any credit card issues or discrepancies with RBET Head of Finance;
- Support the processing of charitable donations income;
- Process expense claims, including rejecting any expense claims that are not submitted in line with the expenses process and policy, or which show discrepancies;
- Record expenses against departmental budgets to ensure that budgets are managed efficiently and in line with policy and procedure;
- Raise fee invoices to relevant local authorities and for private students;
- Raise rent and recharge invoices to other Red Balloon Centres;
- Maintain accurate and up-to-date records of financial transactions that are readily accessible to RBET Head of Finance;
- Liaise with any other departments required to gather relevant information and data required for the finance department.

As a Red Balloon Employee

- Communicate and collaborate with colleagues across the organisation to ensure students receive high-quality support and input to facilitate individual progression.
- Be committed to safeguarding and promoting the welfare of young people and commit to its policies and philosophy.
- Ensure all work performed/ duties undertaken must be carried out in accordance with Red Balloon philosophy, and government legislation.
- Be flexible in role duties, and carry out any other duties commensurate with the position that falls within the general scope of the job, as requested by RBET Head of Finance.

Person Specification	
Qualifications and Experience	
Educated to A Level or Equivalent	Essential
GCSE's - C Grade / Level 5 or above in Maths and English	Essential
Experience of using business CRM or Finance systems and other IT systems Google Suite and Microsoft Suite	Essential
Experience of working as part of a finance or admin team	Desirable

Attributes and personal qualities
<ul style="list-style-type: none"> • Exceptional written and spoken communication skills • Ability to maintain personal and professional boundaries; • Suitable to have access to young people and vulnerable data, to include an enhanced DBS check; • Excellent attention to detail; • Good time management and organisation; • Flexible and adaptable; • Self-starter and team player; • An excellent listener; • Empathetic, patient and compassionate; • Open-minded and non-judgmental; • Approachable, with a positive attitude.

Red Balloon staff commitment
<ul style="list-style-type: none">• Safeguard and promote the welfare of students;• Abide by the philosophy and practice of Red Balloon;• Foster good working relationships with colleagues across Red Balloon;• Attend staff meetings and in-service training (INSET);• Undertake professional development.

Role performance indicators
<ul style="list-style-type: none">• Positive, collaborative and responsive working relationships with colleagues, parents, commissioners and other stakeholders both within and outside RBET Central Services;• 360 feedback from managers and colleagues;• Successful implementation of reviewed policies and process