

|  |  |
| --- | --- |
| Finance Administrator | |
| **Salary:** | SCP6-11 |
| **Hours:** | 37 hours per week, TTO +10 days |
| **Reporting to:** | Finance Manager |
| **Location:** | Trust Head Office |

**Main purpose of the job:**

The main purpose of the job is to:

* To provide financial administrative support to the Trust Central Team/Head Office
* To contribute to the overall ethos/work/aims of the Trust
* To be aware of and support difference and ensure equal opportunities for all

#### Key Activities / Responsibilities:

* Adhere to Trust procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately
* To liaise with colleagues and stakeholders in a professional and courteous manner
* To support the day-to-day financial operations and business administrative processes of the Trust and each of our schools
* To assist in the provision of high quality professional, flexible, proficient and constructive clerical, administration and financial support to the Trust and our schools
* To be one of the main contacts for external queries, answering routine telephone and face-to-face enquiries and signing in visitors at the Trust Head Office
* To be aware of and act in accordance with the Data Protection Act/GDPR and maintain confidentiality at all times eg access to staff/student/parent and carer files
* Operate office equipment eg photocopier, computer
* Provide routine clerical support e.g. record and circulate messages to other members of staff photocopying, filing, scanning, faxing, emailing, etc
* Data inputting into information systems utilised within the finance team
* Accurate data entry and any other paperwork associated with working in the Trust office environment i.e. finance administration, as required by the Finance Manager
* Responding to queries raised by internal/external stakeholders, in a timely manner
* To provide prompt and effective information, advice and access to services provided by the Trust to its schools and other agencies
* Dealing with requests from our schools for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests or referring matters to the Finance Manager/Chief Finance Officer

#### Finance

* Responsible for the day-to-day operational financial process across the Trust, which includes but is not limited to:
  + Preparation of BACS payments for the Trust
  + Accurately recording of different income streams and matching with associated expenditure
  + Entry of non-order purchase invoices
  + Posting of bank receipts
  + Posting of credit card transactions
  + Posting of petty cash transactions
  + Processing journals and charging schools accordingly for products and services
  + Producing aged debtors/creditors reports
  + Processing monthly salary journals
  + Monthly bank reconciliations

Sales Ledger

* Responsible for sales ledger processes including (but not limited to):
  + The raising of invoices
  + Credit control procedures

Purchase Ledger

* Responsible for purchase ledger processes including (but not limited to):
  + Researching products and sourcing most cost effective/best value for money
  + production of purchase orders for the Trust
  + Sending orders to suppliers raising delivery queries
  + Matching supplier invoices to purchase orders; processing supplier invoices; raising queries with suppliers; checking supplier statements

**Range of decision making**

* To make decisions within established working practices and procedures
* Has a good knowledge of techniques for solving problems within own role, following procedures where required
* Considers the impact of others when prioritising and completing tasks
* Knows own limits on decision making and when to refer to a higher authority
* Make decisions on informed judgements
* The postholder will be expected to use good common sense and initiative in all matters relating to their work

**Resources**

* Operate relevant equipment/ICT packages/information systems (e.g. Access Finance and Budget systems, Microsoft Office, email, Internet etc.)

**Safeguarding**

* Comply with policies and procedures covering child protection, health, safety and security
* Contribute to safeguarding the welfare of children within the Trust
* Maintain the security of property in a way that is consistent with the Trust’s procedures and legal requirements, reporting any concerns about safety and security to the appropriate person

**Accountability**

* Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
* Keep an up-to-date professional portfolio (CPD file)
* Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications
* Model high professional standards and be a responsible and effective member of staff
* Appreciate, respect and support the role of other professionals

**General**

* Undertake such duties as directed and required from time-to-time by the CFO and Finance Manager
* Maintain a high standard when managing confidential information, complying with the Trust’s data protection procedures and legal requirements at all times
* Undertake general finance related administration duties such as photocopying, filing etc.
* To ensure a high level of accuracy at all times when undertaking all tasks

Person Specification

|  |  |  |
| --- | --- | --- |
| **Qualifications and Training** | **Essential** | **Desirable** |
| * Minimum of GCSE English and mathematics at Grade C or above (or equivalent) * NVQ Level 3 or equivalent or experience in a relevant discipline * A recognized accounting qualification | **✓**  **✓** | **✓** |
| **Knowledge/Skills** |  |  |
| * Experience of general office work including reception, switchboard and typing/word processing and finance work * Good literacy and numeracy skills * Excellent communication skills including telephone/reception skills * Use of office machinery and able to undertake basic maintenance routines * Experience in the use of software packages with a high level of word processing/typing skills eg Microsoft Office, Access Finance/Budgets * Experience of maintaining financial information systems and raising orders * Have a neat and organised approach to work * Be willing, courteous and able to work both using your own initiative and in a team * Respect confidentiality | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |
| **Experience** |  |  |
| Minimum of 2 years’ experience of the following:   * Using Microsoft Office with good IT skills * Experience of working in an office environment to include development, management and operation of administrative systems * Experience in dealing with financial matters * Experience of purchase and sales ledgers * Experience of using spreadsheets to manage and manipulate data * Previous experience of working within the education sector | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓** |
| **Disposition and Attitude** |  |  |
| * Ability to relate well to pupils and adults * Work constructively as part of a team * Ability to remain calm under pressure * Demonstrate good co-operative, interpersonal and effective listening skills * Good sense of humour * Flexibility and willingness to accept change | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |
| **Other** |  |  |
| * Willing to undertake further professional training as appropriate * Will not require holiday leave during term time. * Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) * No contra-indications in personal background or criminal record indicating unsuitability to work with children/ people/vulnerable clients/finance (CRB check required) * Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 * Ability to cope with requirements of the post | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |

**This post is subject to satisfactory vetting, including a satisfactory enhanced disclosure from DBS**