



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

A Compelling Vision for Success

Trust Finance Administrator



Closing date: 6 August 2017

Thank you for expressing an interest in becoming a Finance Administrator



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

Trust Finance Administrator

Tier 1

Salary range starting from £18,657 - £24,510

(salary dependent upon qualifications and experience)

Required ASAP

Closing date: 24 August 2017

We are seeking to appoint a committed and competent Finance Administrator. You must hold a recognised Finance or Accounting qualification (e.g. AAT, CAT) and a good working knowledge of Schools/Academy Funding arrangements is highly desirable.

The successful applicant will have:

- Excellent Time Management skills and be able to use their own initiative
- Excellent communication and interpersonal skills
- Proficient in IT packages
- Passion for finance and accounting and be highly motivated

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

An application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.

General Role Profile

Level of role - Tier 1

These posts will be responsible and competent in using the systems that are in place throughout the Trust. The posts will carry out routine administrative work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

These posts require good communication skills and the ability to undertake work, consistent with a comparatively basic knowledge and skills requirement, which encompasses a range of tasks involving application of readily understood rules and processes. These posts will include customer facing roles.

Post holders will be accountable for meeting deadlines and producing error free work.

Purpose of role

To provide an effective and efficient administrative financial support service for the efficient conduct of the Beacon Multi Academy Trust's administrative affairs and to ensure the smooth running of the Trust.

General duties and responsibilities

Key Responsibilities/Accountabilities:

- To be the first point of contact for all general Finance related queries
- Manage financial administration procedures and improve processes
- To raise sales invoices and complete all credit control functions
- To assist with cash counting and banking
- To process claims and expenses
- To raise orders and commitments for stock and services
- To process orders, invoices and credit notes and send supplier remittances
- To check and follow-up all outstanding orders
- To check the system for unauthorised/unprinted orders
- Follow up on goods receipt notes
- To assist in making statistical returns to the EFA and DfE as required
- Provide advice and guidance to staff and others on issues
- To assist in the monitoring of the budget
- To inform curriculum budget holders of budget/expenditure
- To be responsible for printing VAT returns and sending to HMRC
- Undertake research and obtain information to inform decision
- To support with and administer service contracts
- Maintain and update all hard copy records and electronic databases/systems
- Contribute to the successful achievement of team plans by organising and prioritising workloads, undertaking assigned cases or projects, processing work efficiently and reporting on the progress until completion
- To understand the nature of this role and to ensure confidentiality

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

General Role Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. Professional qualification in Accounting or equivalent	D	A/I/R
2. Good numeracy/literacy skills/IT skills	E	A/I/R
3. Qualification at grade C or above in English, Maths and Science.	E	A/I/R
Experience/Knowledge		
4. Previous accounts payable/receivable experience	D	A/I
5. Experience of Financial Systems packages	E	A/I
6. Excellent IT skills, and proficient in the use of IT packages	E	A/I
7. Demonstrate experience of providing effective financial support.	E	A/I
8. Experience of using and developing financial systems and procedures.	E	A/I/R
Skills & Attributes		
9. The ability to adapt to both varying tasks and those of a routine nature.	E	A/I
10. The ability to undertake a wide range of financial and administrative tasks.	E	A/I/R
11. The ability to absorb information readily and speedily and work under pressure.	E	A/I/R
12. The ability to respond effectively to staff, outside agencies, the Local Education Authority, suppliers and the general public at all levels, both in person and over the telephone.	E	A/I/R
13. Ability to work well within a team, and support colleagues	E	A/I/R
14. Reliable, respectful and confident	E	A/I/R
15. A good understanding of the need for confidentiality and secure financial systems.	E	I
16. Commitment to and understanding of equal opportunities.	E	I/R
17. Flexibility as the role may require working between Academies within the Trust.	E	I
The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.		