**JOB DESCRIPTION**

**JOB TITLE:** Finance Administrator

**SALARY:** CVCC Grade D

**HOURS OF WORK:** 30 hours per week over 42 weeks(4 or 5 days per week, TBA)

**Specific role responsibilities;**

To provide administrative support for all members of the school, maintaining data systems and reporting to a variety of connected and interested parties. On a day to day basis working with financial systems, ordering and processing invoices.

**KEY RESPONSIBILITIES**

To provide efficient and effective financial and administrative support services within the college, in accordance with financial regulations and Academies Financial Handbook.:

Tasks will include but not be limited to

* Month end routines/checks.
* Preparation of timely monthly management reports – in conjunction with College manager
* Liaison with Auditors, HRMC and Responsible Officer when necessary and prepare any information required when requested
* Maintain VAT records and send VAT returns to HMRC when due.
* Process bank transactions and reconcile monthly to statements and control accounts on PS Financials.
* Perform general accounting processes and routines as required/directed. Including processing/checking invoices, journal corrections, sales invoices, processing BACS payments
* Assisting staff/suppliers with any finance queries, respond to queries on FinancePSF email or internal helpdesk
* Deal with queries from parents, students and staff, relating to IMPACT system (cashless catering)
* Recharging photocopying stationary and minibus costs on a monthly basis
* Using online payment system, to deal with student queries, processing manual transactions and reporting
* Maintain paperwork in accordance with Financial/Statutory Regulations.
* Archive paperwork at end of financial year
* Filing invoices once paid

**General Duties**

You may also be required to undertake any administrative task as directed by the College Manager or additional member of SLT. At times this may sit within another Administrators role. This is to ensure the smooth running of the College at all times.

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management |  |  |  |
| Experience | * Experience of working within a finance environment | * Public related environment * Experience of working within a school finance environment | * Application form. |
| Practical Skills | * Ability to time-manage and prioritise. * Multi-task. * Work to deadlines. * Organised |  | * Interview. |
| Communication | * Excellent communication skills. * Confidentiality. |  | * Interview |
| Personal Qualities | * Good interpersonal skills * Accurate * Ability to handle large workloads and prioritise. * Work under pressure. * Flexible. |  | * Application form. * Interview. |
| Strategic Thinking |  |  | * Interview. |
| Technology / IT Skills | * Good working knowledge of Microsoft Office. | * Knowledge of SIM’s. * Knowledge of PSF | * Application form * Training |
| Education and Training | * GCSE or equivalent in Maths and English | * AAT level 2 or equivalent experience | * Application form. * Interview. |
| Equal Opportunities | * CVCC and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties. |  | * Application form. * Interview. |