



SCHOOL SUPPORT SERVICES

Job Description

Job Title:	Finance Administrator
Location:	Regionally based, with travel to academies as required
Hours of work:	37 hours per week, 52.14 weeks per year
Reports to:	Finance and Operations Manager

Purpose of the Role:

The purpose of this role is to provide administration support to the Finance team, including coordination and document preparation for finance meetings, financial administration and undertaking essential financial duties to support a group of academies.

Key responsibilities

- Deliver effective financial operations across a group of academies, including all areas of income and expenditure
- Identify and address account discrepancies
- Responsible for the ordering processes within the group of academies, from the initial order request, through goods receipt and purchase invoice processing, using various methods i.e. internet, catalogues and phone calls to ensure that best value is always obtained.
- Process all cash income from the group of academies, ensuring accurate spreadsheet records are maintained and weekly banking deadlines are adhered to.
- Ensure that accurate records are kept in respect of petty cash / ad hoc payments.
- Assist with the monitoring and evaluation of academy trips and other accounts.
- Assist in the closedown of the academies accounts.
- Production of monthly reports for all budget holders in the group of academies.
- Support in the preparation of financial reports as required.
- Support in ensuring financial processes are robust, efficient and fit for purpose, including their ongoing review and improvement.
- Ensure that the AET procurement policy is fully complied with in all aspects across the group of academies, leading to clear value for money in public expenditure.
- Ensure audits undertaken by internal and external audit run smoothly and efficiently for the academies through prompt and accurate responses to auditor queries, and take appropriate actions for any recommendations made.
- Monitor and report of service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible.
- Work effectively in collaboration with counter-parties and colleagues across all areas.

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- Complete work for other academies as reasonably requested by your line manager.
- Carry out other reasonable tasks from time to time as directed by your line manager.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
6. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters
7. Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

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Person Specification

Job Title: **Finance Administrator**

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none">• Good general education, with GCSEs or equivalent in English and Maths (A to C / 9 to 4)• Full or part-qualified (Level 2 AAT minimum) as an accounting technician or working towards or relevant experience	<ul style="list-style-type: none">• Degree
Knowledge / Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none">• Experience using an accounts package for general bookkeeping, including producing accounts and management reports• Experience of financial operations	<ul style="list-style-type: none">• Experience of PS Financials• Academies/schools finance experience/ knowledge
Skills	Budget (size and responsibilities)	<ul style="list-style-type: none">• Experience of working within a budget of circa £1 - £5 million	
	Abilities	<ul style="list-style-type: none">• Accuracy in reporting detailed financial information, combined with skill at providing clear written commentary and explanation• Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously• Excellent written and verbal communication skills• Good working IT skills, particularly Excel	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• A self-starter, who is comfortable working with limited day-to-day supervision• Flexible, proactive and able to work under pressure• Ability to provide a 'joined up' approach in the delivery of service	<ul style="list-style-type: none">• Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously

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Special requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people• Ability to travel as required	
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