



Saracens Bell Lane

Job Description

Job Title:	Finance Administrator (15 hr/week), Term-Time OR Term-Time plus 3 weeks
Start Date:	April 2024
Responsible to:	Trust Finance Manager

The main purpose of the role is to provide full financial support to ensure the effective administration of the school.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in building an ethos which facilitates the effective education of every pupil and ensures that they can make exceptional progress.

The key responsibilities as **Finance Administrator** are:

- Work within and have due regard to the appropriate financial regulations related to academies, including but not limited to the Academies Trust Handbook and Trust Financial Regulations
- Maintain manual and computerised financial records for income and expenditure using Access Education (finance) and Arbor (online payments and MIS)
- Raise orders, process invoices and pay suppliers using BACs
- Support the admin team with free school meal eligibility
- Process income claims and ensure monies owed to the school (e.g. nursery fees, trips income, catering income) are collected and accurately recorded
- Manage charge cards expenditure and records
- Undertake VAT reconciliation and returns
- Input payroll expenses and overtime claims
- Monitor school lettings and administer sales invoicing
- Answer queries from parents, budget holders, suppliers and other members of the Trust team
- Maintain, review and renew school contracts on Every compliance software
- Cooperate with outside agencies (including internal and external auditors) and ensure an audit trail exists for all aspects of work
- Ensure that month-end tasks are completed on a timely basis
- Organise, plan and control own workload adhering to school and trust procedures
- Ensure all tasks are carried out with due regard to Health and Safety
- Adhere to the school policy on equality and diversity
- Undertake appropriate professional development including adhering to the principle of performance management
- Commit to promoting and safeguarding the welfare of children and young people

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the CFOO.

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>English and Maths GCSE at A*-C (9-4)</p> <p>Good standard of literacy and numeracy</p> <p>A Levels or equivalent</p>	<p>AAT Level 2 or equivalent</p> <p>Higher accounting qualification or would like to work towards one</p>
Experience	<p>Experience of working as a Finance Administrator or in a similar role</p> <p>Bookkeeping experience</p>	<p>Experience of school finance systems</p> <p>Development of systems and procedures to ensure smooth operation of the school finances</p> <p>Experience of Access Education (HCSS)</p> <p>Experience of Arbor MIS</p>
Knowledge	<p>Microsoft Office</p> <p>Use of ICT</p>	<p>Academy financial regulations</p> <p>Google Suite</p>
Personal Attributes	<p>Excellent communication and interpersonal skills</p> <p>Able to work in a team</p> <p>Able to show initiative</p> <p>Able to manage own time effectively and demonstrate initiative including establishing priorities</p> <p>Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</p> <p>Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies</p> <p>Able to maintain confidentiality</p> <p>Able to work with minimum supervision</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	<p>Commitment to personal development</p>