

## **Finance Administrator – 1 Year Fixed Term Contract September 2019**

Job title: Finance Administrator

Salary Range: Band 3

Responsible to: Director of Finance & Operations

Working Hours/Weeks: 35 Hours / 41 Weeks

### **Purpose**

The Finance Administrator provides day to day support to the Finance Department, staff of the school and to students in all financial matters. The processing of all financial data is carried out within the Finance Office but for specified times within the Academy day, there is a requirement for on-site support to deal with face-to-face enquiries relating to monetary matters. Ordering of materials need not be processed on any one site and hence, the operation of a centralised office for dealing with such issues will provide economies.

### **Role and Responsibilities**

In summary these include:

#### **Finance**

- Recognising, understanding and implementing the key financial principles necessary for good financial control including the segregation of duties.
- Receiving daily Finance Post and distributing to relevant parties and matching to finance paperwork for processing where applicable.
- Receiving of approved purchase orders from budget holders and processing them through the Finance System and placing order direct with supplier.
- Being responsible for recording and checking deliveries and matching to orders prior to receiving invoices.
- Checking invoices received for accuracy, matching to correct purchasing documentation and processing through the Finance System.
- Obtaining authorisation from budget holders for all invoices received.
- Being responsible for maintaining the petty cash, recording all income and outgoings.
- Being responsible for the timely banking of all cash and checking all cash receipts agree with cash banked.
- Processing travel and subsistence claims, checking details for accuracy and obtaining appropriate authorisation.
- Other ad hoc duties as directed
- Take responsibility for Academies' lettings, dealing with enquiries, taking bookings, maintaining Academy Lettings Calendar, liaising with Premises Department and raising invoices. Liaising with Data Department to ensure coordination of exam timetable and lettings calendar
- Check 'aged debtor' list monthly for non-payment and initiate debt recovery procedure.
- Raising Sales Ledger Invoices and Sales Ledger Statements

**Person Specification:****Experience*****Essential***

- Previous administration experience within an educational or other organisation

***Desirable***

- Previous Finance Administration experience within an educational or other organisation

**Abilities, skills and knowledge*****Essential***

- Excellent computer skills covering Office suite of programmes
- Good communication skills

***Desirable***

- Willingness to Learn
- Calm and cheerful approach
- Welcoming attitude

**Education & qualifications*****Desirable***

- 5 GCSE passes at higher grade including English and Mathematics or equivalent
- Accountancy qualification, membership of AAT or significant financial experience