



The Fernwood School

High Achievement with Care & Discipline for All

JOB DESCRIPTION

FINANCE ADMINISTRATOR



Job Title:	Finance Administrator
Salary Grade:	£24,918 - £27,155 (F3-1 – F3-4)
Reports to:	Chief Financial Officer
Responsible for:	N/A

Main Purpose:

The role will support the Chief Financial Officer to provide a comprehensive and efficient financial administration service. The post holder will complete the day-to-day tasks in the finance office with high attention to detail and accuracy, with a willingness to adapt working practices to meet changing organisational needs and circumstances.

Principal Duties and Responsibilities

The duties and responsibilities detailed below are indicative of the tasks the Finance Administrator of The Fernwood Academy Trust will perform and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

1. Requisitioning of goods, processing of invoices and communicating with suppliers.
2. Supporting with the preparation of supplier payment runs for approval.
3. Processing accounts receivable and payable transactions.
4. Processing daily bank receipts and payments as required.
5. Support with the community lettings programme, including taking bookings, liaising internally and externally.
6. Acting as first point of contact for all account queries. Responding in a professional, timely and effective manner or escalating to the Finance Officer.
7. Accurately recording / inputting information onto the relevant financial software and management information systems such as Iris and Arbor.
8. Maintaining and updating data on spreadsheets as and when required.
9. Assisting with the management of debt including the reconciliation of fees and charges, liaising directly with debtors and escalating when necessary.
10. Assisting in the recording of data relating to trips including receipting, payments, costing and reconciling.
11. Assisting in the banking of cheques when requested.
12. Reconciling of accounts as required.



13. Ensuring all documentation is maintained in-line with the Finance Policy and Audit requirements.
14. Assisting with other finance and general administration duties and working collaboratively with other departments as required.



Person Specification

	Essential / Desirable	How Measured
Experience		
Experience in a finance office, financial administration, accounts assistant, or similar role	Essential	A, Q
Experience in the use of a variety of computer applications including Microsoft Office.	Essential	A, Q
Experience of maintaining data on Microsoft Excel spreadsheets.	Essential	A, Q
Experience in education finance.	Desirable	A, Q
Experience prioritising tasks and working to deadlines.	Desirable	A, Q
Qualifications		
Good standard of education including GCSE English and Maths or equivalent (A to C / 9 to 4).	Essential	A, Q, C
Skills & Knowledge		
Knowledge of financial administration processes.	Essential	A, Q
Effective use of ICT and excellent data input skills.	Essential	A, Q
Proficient in Microsoft Excel.	Essential	A, Q
An understanding of the confidential nature of the role.	Essential	A, Q
Personal Qualities and Attributes		
Attention to detail and a methodical approach to work tasks.	Essential	A, Q
Ability to work independently and manage workload effectively.	Essential	A, Q
Strong communication skills, with the ability to liaise professionally with staff, suppliers, and parents.	Essential	A, Q
Proactive approach to identifying and resolving financial discrepancies.	Essential	A, Q
Commitment to continuous professional development and learning.	Essential	A, Q
Commitment to safeguarding, equality, diversity and inclusion.	Essential	A, Q
A willingness to promote the school's ethos and values.	Essential	A, Q
Enthusiastic and flexible working attitude with the ability to smile when things don't quite go according to plan.	Essential	A, Q



How Measured?

A = by Application Form

Q = by Questioning at interview

T = by Test at interview

C = Certificate brought to interview