

**Job Description for Finance Administrator: Newhouse Academy**

| **Job Title:** | Finance Administrator |
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| **Contract Information:** | Full time, permanent contract.  Term Time Only - plus 2 weeks.  5 days per week. (Monday-Friday 8.00am – 3.54pm)  Employed for 37.00 hours per week (30 minute unpaid lunch daily) |
| **Responsible to:** | Finance Officer |
| **Responsible for:** | N/A |
| **Terms & Conditions:** | NJC, Support Staff Terms and Conditions |
| **Salary Range:** | Scale 3/4 Dependent on experience SCP 5 – 11 £23,500 to £25,979  Actual Salary £20,788 to £22,981 |
| **Other:** | Will be required to work 2 weeks during the school holidays.  Notice period One month |

**Background & Vision:**

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

**Values:**

Our values are at the heart of what we do.  These are:

**Aspiration** – Being ambitious and doing your best.

**Integrity** – Being honest and doing what is right.

**Respect** – Being considerate and thinking of others.

**Purpose of the Job:**

* The Finance Administrator will work at Newhouse Academy for Hollingworth Learning Trust, as part of the school finance team. They will assist the Finance Officer in providing effective and efficient financial support to ensure the provision of a high quality Finance service.

### ORGANISATIONAL CHART

| Headteacher | |
| --- | --- |
|  |  |
| Finance Officer | |
|  |  |
| Finance Administrator | |

### CONTROL OF RESOURCES

### Personnel: n/a

### Financial: n/a

**Health & Safety:**

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school’s policy and the Health and Safety at Work Act, 1974.

**Training and Development:**

The post-holder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

**Equipment/Materials:**

* To be responsible for the safe use and maintenance of equipment/materials used by the post-holder.
* To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
* The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

**Relationships (internal and external):**

**Internal:** 1. Teaching and support staff within the school

1. Users of the school
2. Voluntary helpers
3. Pupils

**External:** 1. Parents/Carers

2. Visitors and customers

3. Auditors

4. External bodies including; Pension Providers; HMRC; other regulatory bodies

### KEY DUTIES AND RESPONSIBILITIES:

* To carry out day to day financial processes in line with the Trust Finance Policy, on the computerised accounting system, which include (but are not limited to) the following:

1. To generate purchase orders
2. To process purchase invoices
3. To generate sales invoices
4. To process journals
5. To prepare weekly BACS pay run

* To carry out reconciliations (for example, bank reconciliation, balance sheet reconciliations) as required, ensuring the accuracy and completeness of the financial records.
* To offer support to budget holders for day to day queries, to prepare reports from the financial system as required.
* To deal with enquiries relating to invoices and orders. This will include ensuring school invoices are processed in a timely manner and paperwork is returned from budget holders in order to allow their prompt payment.
* To administer the school’s trips and visits, ensuring the provision of a seamless, responsive service to pupils, colleagues and external agencies.
* To provide support to trip leaders and organisers and liaising with external agencies as required (for example, travel companies).
* To deal with queries from parents/teachers/students regarding Wisepay - the schools payment system, which enables parents to pay for trips and topping up dinner accounts etc.
* To produce reports for trips from the computerised systems as required.
* General department admin and filing.
* Checking deliveries and orders.

**General Responsibilities:**

* The post-holder must perform their duties in accordance with the school’s Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
* To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To contribute to the school ethos, values, aims and development/improvement plan.
* To attend meetings within the Trust, at its Academies and external events as required.
* To participate in training and other learning activities and performance development as required.
* To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
* Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
* To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
* To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder’s attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Newhouse Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the Academy.**

**Information for all applicants / post-holders:**

Newhouse Academy are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education. All appointments are subject to satisfactory pre-employment checks.

| Signed | *Post holder* | Date |
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| Signed | *Line Manager* | Date |

