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| **Role: NMAT – Finance & Administration Officer** | |
| **Reporting to:** | Director of Finance and Operations |
| **Salary Grade:** | Grade D – salary point 19 - 21. £18,746 - £20,138 per annum (full time equivalent). |
| **Full Time/FTE:** | TTO + 15 days |
| **Hours of Work:** | 37 Hours per week (8.00 – 4.00 Mon – Thur, 8.00 – 3.30 Fri) with some flexibility of hours to meet specific work demands. |
| **Location:** | Your usual place of work is at Rye HillsAcademy or any other current or future premises of the Multi Academy Trust. |

**POST PROFILE**

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| **Purpose of Job/Job Summary** |
| The role of NMAT – Finance & Administration Officer is important to the successful operation of the MAT. This role within the Business and Finance Team will ensure that specific Payroll/Finance administrative processes within the Team are carried out in a timely and accurate manner, whilst also (where appropriate) supporting other members of the Business and Finance Team. |

**Key Tasks/Principal Accountabilities:**

**NMAT Strategic responsibilities**

1. Manage all aspects of the MAT’s payroll service, using the appropriate HR system and managed payroll service. To include:
2. Collation and checking of HR and Payroll information to ensure accurate and timely monthly payroll including, all submissions to the Teacher’s Pension and/or Local Government Pension Schemes.
3. the preparation of relevant payroll journals for input into the accounting software package by the Finance and Accounts Manager.
4. the production of annual salary confirmation letters to teaching staff.
5. responsible for all general payroll enquiries/ queries from staff including but not exclusive to electronic payslip queries, such as password resets, etc.
6. To be responsible for the approval, set up and maintenance of NMAT Suppliers within Elementary, including ‘credit’ checks as appropriate.
7. To be responsible for compliance with relevant aspects of the Apprenticeship Levy and Gender Reporting requirements.
8. To pro-actively manage the NMAT School Fund, preparing regular updates on ‘open’ trips/projects, ensuring that value for money for parents/carers/students is achieved at all times. Responsible that no shortfalls are recorded and that trip leads are aware of payments made/outstanding, etc.
9. Responsible for managing, and actively promoting the MAT’s ParentPay system, including: ‘setting up’ trips, activities and services; the implementation at relevant ‘new’ MAT member academies, dealing with all internal and external queries, and the posting of payments to the relevant income/trip centres. The aim is to achieve a ‘cashless environment’ within the MAT as far as possible.
10. To assist with all general finance administration tasks as required.

**Academy Specific Finance**

1. To be the initial finance team point of contact for staff (students and parents) at Rye Hills Academy. This will involve, but is not limited to, answering budget holder queries in respect of their budget spending and limits; dealing with all matters relating to (Rye Hills) Elementary use; producing budget updates and reports for the Head of School; and, using a bespoke suite of reports, producing an information pack required for Local Governing Body and SLT meetings.
2. Co-ordinate the letting information at Rye Hills Academy, to be sent to the central finance function for invoicing.
3. Be responsible for credit card orders and trainline bookings for Rye Hills academy.
4. Manage all aspects of cash handling within Rye Hills Academy, to include responsibility for arranging banking, cash collections, petty cash – including distribution, reconciliation, and journal preparation for submitting to Finance.
5. To be responsible for the ongoing management of catering and cleaning services at Rye Hills Academy subject to the identified Measures.

**General HR Administration**

1. Utilise appropriate systems (once ‘rolled out’), populate HR related documents, such as the tracking and monitoring of probationary periods, variations of contracts of employment and leaver’s information for academies within the MAT.
2. In conjunction with the HR Assistant, ensure all data held on existing employee records for the MAT are stored and used in line with data protection and confidentiality requirements and that data quality is observed.
3. To ensure all candidate and employee records are updated accurately and stored in such a way as to comply with audit requirements.
4. To ensure MAT employee absence records are updated and stored in such a way to comply with audit requirements.

**General responsibilities**

1. To provide cover for other MAT Finance staff as required.
2. Any other relevant tasks as required by the Rye Hills Head of School and the Director of Finance and Operations.

**Key Competencies/Attributes:**

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|  | **Essential** | **Desirable** |
| Education/Training: | * Minimum GCSE grade B (or equivalent) in Maths and English. | * A Degree or applicable qualification * AAT Foundation in Accounting or similar |
| Specific Skills/Knowledge: | * Prior payroll experience * Prior finance administration/clerical experience * Excellent numeracy and literacy skills * Strong verbal and written communication skills. * Familiarity with business software such as Microsoft Office/SAGE | * Prior payroll experience in an educational setting * Sound knowledge and understanding of statutory requirements * Basic book keeping knowledge * Experience of Elementary software |
| Personal Attributes: | * A high level of confidentiality. * Good level of diplomacy. * The ability to work as part of a team but also on your own initiative (when required). * The ability to work accurately, with attention to detail. | * The flexibility and   willingness to learn and potentially take additional training. |

**Flexibility:**

Please note that in some cases particular duties and responsibilities are difficult to predict and may vary from time to time. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and where necessary, interchange these to meet the needs and demands of the organisation. Such a requirement will enable the post holder’s skills to be maximised to the mutual benefit of Nunthorpe Multi Academy Trust and employee.

**Review:**

All post profiles will be reviewed regularly as part of individual and organisational development and performance reviews and set in the context of the MAT’s vision, aims and current improvement plan and may be subject to variation.