

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b><u>Job Title:</u></b> Finance Administrator	<b><u>Grade:</u></b> C (points 4-6)
<b><u>Job Family:</u></b> Organisational Support	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As the Finance Administrator, you will work under the direction of the Finance Officer/Manager by providing financial information, ensuring the academy's financial management is robust and procedures are adhered to.</p>	
<p><b><u>Main Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. You will process orders and invoices for goods and services, using the Finance software.</li> <li>2. You will ensure purchase order or invoice related queries are dealt with speedily and effectively.</li> <li>3. You will check financial transactions to ensure that correct procedures are adhered to.</li> <li>4. You will assist in ensuring effective procurement practice and ensuring Best Value principles are met.</li> <li>5. You will obtain quotes for goods and services where necessary.</li> <li>6. You will ensure all orders are delivered in the agreed timescales, deliveries match the purchase orders, and any discrepancies are queried with the supplier.</li> <li>7. You will raise sales invoices as required.</li> <li>8. You will manage the day to day running of the Petty Cash account.</li> <li>9. You will review staff travel expense claims and staff mobile usage in line with policies and procedures.</li> <li>10. You will maintain filing systems to fulfil audit requirements.</li> <li>11. You will assist the Finance Manager in collecting, receipting and banking all monies received.</li> <li>12. You will assist with BACS payment runs.</li> <li>13. You will open and distribute the finance post.</li> <li>14. You will run reports from the finance software.</li> </ol> <p><b>General</b></p> <ol style="list-style-type: none"> <li>15. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.</li> <li>16. You will participate in training and other learning activities and performance development as required.</li> <li>17. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>18. You will ensure strict confidentiality in all areas of work.</li> <li>19. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).</li> <li>20. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).</li> <li>21. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.</li> <li>22. You will always comply with the Trust's policies and procedures.</li> <li>23. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.</li> </ol>	

## **KNOWLEDGE, SKILLS & EXPERIENCE**

### **Essential**

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- NVQ Level 2, or equivalent qualification and/or relevant proven work experience in a similar role (A/I/C)
- Experience of office administration (A/I/R)
- Familiarity with relevant school procedures, policies and guidelines (A/I)
- Knowledge of a range of standard ICT packages e.g., Microsoft Office, Outlook email (A/I)
- Able to communicate clearly face to face, by telephone and in writing with a wide range of people (A/I/R)
- Experience of cash handling (A/I/R)
- Able to relate well to children and adults (A/I)
- Able to work sensitively with confidential information (A/I/R)
- Able to work with a high level of accuracy (A/I/R)
- Able to work to demanding and often conflicting deadlines (A/I/R)
- Able to work with a minimum of supervision (A/I/R)

### **Desirable**

- Experience of using finance software (A/I)
- Experience of working in a finance related environment (A/I)
- Experience of working in an office within a school or educational setting (A/I)
- Knowledge of best value and financial regulations (A/I)
- Emergency First Aid or First aid at work qualification (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

## **BEHAVIOURS**

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy
- Honest

## **CONTACTS AND RELATIONSHIPS:**

**Managers** - in daily contact with senior leaders/Principal within the Academy.

**Support Staff** – in daily contact with support staff who are involved in administration and finance

**Trust Staff** – in regular contact with Trust staff within finance.

**External** – in regular contact with students, AAB members, parents/carers, suppliers, contractors, external agency professionals, and visitors to the Academy

### **Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check.