



Job Description

Finance and HR Administrator

POST TITLE: Finance and HR Administrator

GRADE: APTC3 – Point 4 to 17

HOURS: 35 hours per week/40 weeks per year – hours can be negotiated for the right candidate.

ACCOUNTABLE TO: Finance and HR Manager

The following provides the overall strategy and remit of the post holder. It is not intended as an exhaustive 'job list', but identifies key role descriptors that the post holder is accountable for. The post holder will work as part of a centralised team that supports all schools within the Success for All Educational Trust. The Trust expects staff to work flexibly and with initiative to support the overall back office functions that provide services to all schools that are part of the Trust, and as such a post holder may be required to carry out tasks as requested by the Trust Business Managers.

Key role Descriptors

The Finance and HR Administrator is a member of Trust Associate staff, one of a team responsible for making sure that the efficient and effective organisation and administration of Trust processes, procedures and policies delivers the best possible service to all stakeholders.

The Finance and HR Administrator is often a first point of contact for the Finance Department and will therefore be expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.

Roles and responsibilities

1. To provide an effective and efficient customer service through communication, the provision of services and dealing with and resolving enquiries, problems and complaints
2. To assist the Finance and HR Manager and senior team as and when required
3. To be responsible for following finance policy and procedures to make orders via the Financial Management System on behalf of all schools within the Trust
4. To input invoices on to the Financial Database and ensure that budget holders have received goods in order to authorise the invoice for payment
5. To reconcile income received through on line payment systems including ParentPay and ParentMail
6. To input monthly timesheet information supporting the payroll process



7. To complete monthly reconciliation of Trust Charge Card payments ensuring all records are maintained and in line with policy and audit requirements.
8. To receive, record, and process incoming payments using the relevant financial systems of the school
9. To raise invoices on behalf of the Trust through the Accounts Receivable system and collect debts and payments due by monitoring records, making requests, following up and taking action on responses and identifying, investigating and resolving arrears.
11. To assist with inventory and collection of inventory data for all schools in the Trust
12. To work in accordance with the values, culture, ethos, and values of the school proactively promoting success for all in the day-to-day operation of the job.
13. To take appropriate action to monitor and maintain a healthy, safe, secure, efficient and effective working environment.
14. To complete Trust based induction and any subsequent training and take part in the performance management system.
15. To provide administration for Lettings to all schools within the Trust.

Notes:

1. The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the post holder after one year and may then be reviewed from time to time.



Person Specification

	Essential	Desirable	Assessed by
Finance and HR Administrator			
Skills and abilities			
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to communicate and interact effectively with all stakeholders using a range of communication methods	✓		Application & interview and Test
Ability to manage the information and data requirements of the Trust	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Ability to competently use a range of IT software packages	✓		Application, interview and Test
Ability to work independently and to support the work of the wider team.	✓		Application & interview
Awareness of confidentiality and Data Protection principles	✓		Application & interview
Display initiative and be proactive in problem solving.	✓		Application & interview
Maintain high levels of accuracy and attention to detail	✓		
Manage resources efficiently ensuring best value	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in relation to the role		✓	Application and interview
Knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people		✓	Application and interview
Qualifications and experience			
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application
Previous experience in computerised finance systems		✓	Application
Experience of FMS computerised package		✓	Application



Experience in the SIMS computerised packages commonly used in schools	✓	Application
Experience of using ParentPay/ParentMail system	✓	Application
Willingness and motivation to develop own skills and proficiency	✓	Application & interview