

Aurora

Job Description

Job Title:	Finance Administrator
Reporting to:	School Business Manager
Location:	Aurora Cedars School

Main Purpose

An essential part of the support services which enable the school to provide high quality teaching and learning. The role forms part of the administration team and is responsible for the efficient management of all day-to-day site-based financial administration and effective liaison with the Central Finance team.

Key Accountabilities

- Purchase Ordering
- Goods Receipting
- Petty Cash Management and Reconciliation
- Finance Support

Key Duties

Accounts Payable

- Work closely with the Central Finance – Purchasing Team
- Ensure Purchase Orders are generated for each order and authorised in line with the Group policy, ensuring good communication with requisitioners
- Keep track of Rolling Purchase Orders
- Place orders with suppliers
- Reconcile purchase orders against invoices/delivery notes, ensuring all invoices reach the Central Team with evidence of approval
- Book training, travel and accommodation as required
- Liaise with on-site Site team to ensure deliveries are distributed speedily
- Scan invoices and send to Central Finance for timely payment
- Set-up and maintain supplier accounts where appropriate
- Assist Central Team with the reconciliation of supplier accounts and resolve differences
- Assist with auditing and re-ordering of supplies
- Record and submit to Central Finance business credit card statements

Petty Cash

- Hold, manage and reconcile petty cash
- Reconcile school purchasing cards

Finance Support, Management and Improvement

- Ensure effective communication with Central Finance, department colleagues and all employees within site, showing an approachable attitude and willingness to assist
- Work to strict deadlines, providing data and reports when requested
- Support managers in adhering to processes and procedures and provide solutions to enable this
- Work with any new systems implemented and disseminate training and information to all relevant employees
- Continuously look for process improvements, using previous finance experience to make recommendations for change

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- Implement any approved changes in collaboration where needed and considering the effects on others
- Create process maps and disseminate to employees accordingly measuring the success of any changes
- Provide training where needed with any new process implemented.

Knowledge, Skills and Experience

- Bookkeeping or AAT level2 qualification or similar essential
- Preferable experience of a similar role in an Education setting
- Excellent computer skills and ability to use a variety of software packages
- Excellent written and verbal communication skills with the ability to explain financial information clearly
- Excellent command of Microsoft Office Applications (Word, Excel, Outlook Email/Diary)
- Excellent team working skills
- Able to work accurately with strong attention to detail and work to strict deadlines with excellent numerical skills

Requirements of Role

- Professional and conscientious
- Tactful and discreet
- Organised and good at solving problems
- Able to work to deadlines and under pressure
- Enhanced DBS

Additional Information

As part of the Aurora Group everyone is:

- expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.
- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.