



## Job Description

Job Title: Finance Administrator

Salary: £25,000 - £26,000 (dependant on experience) per year based on 40 hours per week 52 weeks per year

Reporting to: Business Director

## Job Purpose

To support the finance functions across the schools with purchase orders, accounts payable queries and lettings invoices

To provide financial administrative support to the schools under the instruction of senior staff

To be an active part of the school team assisting in all aspects of the schools' finance functions

To be a key point of contact for all finance queries

## Duties and responsibilities

### Specific Responsibilities

#### Purchase orders:

- Ensure the principles of Best Value are maintained
- Raise purchase orders for the schools to purchase goods and services
- Maintain a record of purchase orders
- Check in goods on receipt and arrange collection/delivery to relevant sites
- Work with the onsite admin team to ensure the schools inventory is maintained and all items are included when ordered and received
- Maintain a record of and circulate invoices to be authorised prior to payment
- Carry out the month end reconciliations in accordance with Odyssey procedures

#### General Financial Administration:

- Answer financial services related queries diverted through the office
- Advise senior staff on the process for ordering goods and services
- Bank all cash/cheques paid to the school promptly
- Assist the Business Director with producing financial information reports
- Maintain finance records for all monies collected relating to fundraising days etc. and record all such transactions on the school accounts
- Support the Business Director with the provision of information to external agencies e.g. HMRC, auditors and insurers
- Support the Business Director and schools with the administration of company Pleo cards, insurance claims and collecting insurance renewal data.

## Other Areas of responsibility

#### Purchase Ledger Management:

- Ensure that the suppliers' database is kept up to date
- Reconcile the purchase ledger at the end of each month and annually, and produce reports for auditors as required



- Maintain up-to-date invoice records and filing systems

**Fees**

- Liaise with referrals and the Business Director to ensure new starters are added to the MIS system for billing
- Prepare and process all fee invoices, ensuring that the Billing Ledger is up to date at all times
- Record all deposits paid and registrations received

**Payroll**

- Assist with the processing of payroll for all staff on a monthly basis and prepare variance lists for the Business Director for approval of monthly salaries

**Other**

- Attend all relevant training when required
- Undertake any other reasonable duties as requested by the Senior Leadership Team
- Work with the rest of the admin team to support and cover when required

Person Specification		
<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
<i>Evidenced through: Application</i>		
GCSE Grade 4 English and Maths	X	
Further evidence of study		X
Recognised finance qualification i.e. AAT Technician/early to mid ACCA or CIMA		X
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
<i>Evidenced through: Application</i>		
Experience in an administrative environment	X	
Proficient in the use of MS office, especially Word and Excel	X	
Able to interpret statistical data		X
Experience of working on a tight deadline	X	
Knowledge of budgets and internal management accounting systems	X	
Experience working in a school environment or other educational setting	X	
Ability to investigate reconciling items and to formulate and implement corrective action	X	
Knowledge of charity accounting and reporting regulations		X
<b>Skills and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
<i>Evidenced through: Application</i>		
Excellent interpersonal and communication skills	X	



Ability to relate to people at all levels	X	
High level of confidentiality	X	
Strong organisational and time management skills	X	
Excellent attention to detail	X	
Confidence to speak	X	
Ability to deal with conflicting workloads	X	
Ability to work as part of a team but also independently	X	
Excellent numeric and literacy skills	X	
Safeguarding of children and young people	X	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
<i>Evidenced through: Application</i>		
Patient and calm	X	
Desire to provide the best possible opportunities for all pupils	X	
Able to create good relationships with children, staff, parents and external agencies	X	
Self-motivated	X	
Have a professional, helpful and friendly approach in order to ensure a positive image is conveyed	X	
Be committed to OES values and ethos	X	
Understanding and commitment to equality of opportunity	X	
Reliability and integrity	X	
A commitment to quality and excellence	X	