



JOB TITLE: Finance Administrator - Maternity Cover

LOCATION: St. Martin's House, St. Martin's School, Hanging Hill Lane, Hutton, Essex

REPORTS TO: Director of Finance/Local Business Manager

SCALE: 4 – 5, points 7 - 12

HOURS: 30 – 37 hours, term time plus 5 days in August to be agreed

JOB PURPOSE

- To provide financial and administrative support to assist the smooth running of the school finance function.
- To support with promoting best practice and ensuring compliance with financial processes and procedures.
- To develop and maintain high quality working relationships with the wider finance team across the Trust.
- To abide by the Trust's Financial Regulations and Academy Trust Handbook.

KEY CORPORATE ACCOUNTABILITIES

- To uphold a commitment to the Trust's Vision and Values.
- To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.
- These duties are neither exclusive nor exhaustive and the post holder may be required by the Director of Finance/Business Manager, to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.

PRINCIPAL ACCOUNTABILITIES

- To provide confidential general administrative support for the school finance function.
- To assist in the smooth running of the school finance function by handling correspondence including emails and using initiative to deal with telephone calls.
- To complete and process purchase orders and requisitions ensuring budget availability.
- To place authorised purchase orders and authorised charge card purchases.
- To administer delivery notes and obtain authorisation of invoices, prior to passing to the Central Finance Team for posting and payment.



- To process staff expenses on the finance system ensuring receipts have been provided and correct authorisation obtained.
- Resolving creditor queries by investigation and liaison with creditors and other team members, where necessary
- To collate the monthly reprographics journals and any other internal recharges, for upload to the finance system
- To assist staff with queries about suppliers and prices, as and when required.
- To issue monthly monitoring reports to budget holders and assist with queries as necessary.
- Supplier statement reconciliation and filing.
- Process all transactions in a timely and efficient manner.
- Assist with the compilation of school finance documentation for internal scrutiny and external audit.
- To assist with lettings administration and invoicing.
- To assist with 16-19 Bursary expenditure tracking.
- To collect, record and issue receipts for local monies as required, including school uniform, trips, and photographs.
- To support with the preparation of cash for banking and provide detail to the Central Finance Team for posting cash book journals.
- Liaison with stakeholders on Parentpay queries.
- To maintain and update Parentpay for school trips and resource items, ensuring that costings have had prior sign off.
- Ensure all prime documentation is kept for six years plus current.
- To assist in maintaining the asset inventory system.
- Other ad-hoc administrative tasks

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. I confirm that I have read and understood and that I accept, the above job description:

Date: Signature: (Post holder)

Date: Signature: (Line Manager)

Qualifications & Experience	Specific qualifications & experience	Experience of working in a finance office environment. Experience of basic bookkeeping would be desirable. Education based finance experience desirable.
	Knowledge of relevant policies and procedures (preferred)	Excellent working knowledge of current academy finance best practice. Excellent working knowledge of finance policies and procedures. Working knowledge of general school policies and procedures.
	Literacy	Excellent reading and writing skills - at least English GCSE (A-C) level or equivalent.
	Numeracy	Excellent numeracy skills - at least Maths GCSE (A-C) level or equivalent.
	Technology	Proficiency in using accounting software and Microsoft Office application, particularly Excel. Appetite to learn new systems and take ownership of developing technical knowledge.
Communication	Verbal & Written	Excellent communication skills, both verbal and written, and the ability to liaise professionally with suppliers and colleagues.
Working with others	Working with partners	Establish effective working relationships with those working in the Trust and its schools.
	Relationships	Proven experience of establishing rapport and successful working relationships.
	Team work	Ability to work effectively as part of a team and contribute to its success. Ability to work independently. but to know when to ask for support.
	Information	Excellent analytical skills. Proven ability to provide timely and accurate information.
Responsibilities	Organisational skills	Excellent organisational skills. Ability to be proactive and prioritise work. Ability to work accurately with attention to detail.
	Time Management	Proven ability to manage own time effectively with competing demands of the job role.
General	Equalities	Awareness of, and commitment to equality.
	Health & Safety	Basic understanding of Health & Safety.
	Child Protection	Commitment to understanding child protection and safeguarding procedures and to completing mandatory safeguarding training.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality including GDPR.
	CPD	Ownership and commitment to continuous learning and development. It is accepted that some elements of training are specific to the education sector. The post holder will be committed to undertaking the required mandatory training to ensure they understand and comply with any obligations relating to safeguarding, Financial Regulations and data protection.