



Position: Finance Officer and Administrator

Salary: NJ C Scale 4/5, depending on experience (£19,554 - £23,836)

Contract details: Part Time (negotiable, initially 21-24 hours), term time, plus 10 days

Location: Toot Hill School, The Suthers Building

Closing Date: Tuesday 5 November, 5pm



Job Description

Department: Central Services – SCITT

Post: SCITT Finance Officer and Administrator

Responsible to: Administration Manager

Dated: October 2019

This job description identifies our expectations of central services staff at Nova Education Trust.

You are required to carry out your duties in line with the stated Objects, ethos and principles of the Trust.

Directed time:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Key Responsibilities

- Assist in the management of the SCITT and Teaching School accounting function ensuring its efficient operation in accordance with current procedures and financial standards.
- To provide admin support to the wider SCITT team via the leadership of the SCITT Administration Manager.
- Assist the central finance team in operating, maintaining and developing financial procedures and systems.
- Assist the central finance team with the preparation of proposed budgets.
- Assist the central finance team and the SCITT Administration manager with the preparation of financial returns to the Trust.
- Plan, organise and manage workload to ensure contribution to the SCITT's monthly financial reporting process is achieved in a timely and accurate manner.
- Manage the purchase ledger to ensure invoices are paid for goods and services received in a timely and efficient manner.
- Place authorised orders with suppliers and enter onto the finance system using accurate coding and in accordance with procedures.
- Matching purchase orders to goods received notes and to purchase invoices.
- Process supplier invoices and credit notes and enter onto the finance system using accurate coding.
- Reconciliation of supplier statements.
- Setting up new suppliers; ensuring all specified financial controls are adhered to.
- Set up new direct debits.
- Create invoicing procedures to re-direct monies on behalf of the SCITT/TSA
- Verify, enter and reconcile data relevant to expense claims and credit card statements.
- Process BACS payments including purchase ledger, staff expenses, bursary etc.
- Operate and manage the official school bank accounts ensuring that reconciliations are completed on a weekly basis.
- Manage the collection and handling of cash and payments received e.g. Laptop loans and supporting hardship funding for the SCITT and general expenses ensuring current procedures and regulations are adhered to.



- Maintain student records on external agency databases i.e DMS, DfE, Student Loans Company
- Assist with the management and development of partnership agreements.
- Assist in the preparation of monthly prepayment and accrual schedules.
- To file and maintain robust documentation to validate all financial transactions.
- Work with the Trust Finance Department to verify and validate monthly VAT returns.
- Assist with internal and external audits including DfE grant service agreements.
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

Performance Management responsibilities

- All members of staff are required to participate fully in the SCITTs/Trust performance management system.

Other professional requirement

- Operate at all times within the stated policies and practices of the SCITT/Trust;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- On occasions to provide receptionist duties as required for the purpose of safeguarding meet and greeting visitors and supporting the SCITT recruitment and TSA training courses.
- Contribute to the corporate life of the SCITT through effective participation in meetings and management systems necessary to coordinate the management of the SCITT.

Personal Specification

	Essential	Desirable
Education and Qualification	GCSE Grade C or above in Maths and English or equivalent AAT Qualified or equivalent experience	
Experience	Experience of working within School Centred Initial Teacher Training system Strong awareness of ITE compliance processes Understanding of systems operations and wider working ITE partnerships	Understanding of other SCITT systems/wider ITE functionality.
Knowledge	Basic principles understanding finance/cash flow and budgeting Knowledge of SCITT reporting/tracking and QA processes Good numeracy and literacy Working in a finance team in a medium sized organisation. Proven interpersonal skills and the ability to work co-operatively in a team setting Experience working in a school led system.	A good track record of recent professional development
Skills and Abilities	Excellent communication skills. Ability to line lead and support/develop others. High levels of emotional intelligence. Trustworthiness and understanding of safeguarding protocol. ICT skills to manage the requirements of the post with confidence. High level of organisational skills. Attention to detail and accuracy. Ability to demonstrate enthusiasm and sensitivity while working with others. Creativity, flexibility and innovation. Reliability under pressure. Ability to work as part of a team.	Experience using PS Financials software