



Job Description

Finance Administrator

Salary and Hours

Salary: Grade 3, SCP 5-7 FTE £23,500 - £24,294. Salary will be pro-rated according to the number of hours/weeks worked under this contract i.e., £8,731 - £9,026.

Hours: 16 hours per week, 39 weeks per year (term-time only)

Role Description

Responsible to: Finance Team Leader

Main Responsibilities

The post holder will support day-to-day tasks in the central finance team, under the guidance of the Finance Team Leader, with a high degree of accuracy and attention to detail. You must have a willingness to adapt working practices to meet our changing organisational needs and circumstances.

Duties and responsibilities:

The following gives an indication of the duties and responsibilities that the post may involve, however, the post holder is expected to work flexibly and carry out any work that is reasonably required and is appropriate to the grade:

- Processing accounts receivable and accounts payable transactions for any site across the Trust.
- Assisting with the month end and end of year procedures, providing financial information as required.
- Adding/amending supplier details onto the central finance database.
- Acting as first point of contact for account queries. Responding in a professional, timely and effective manner.
- Reconciliation of Academy bank accounts.
- BACS processing and reconciliations.
- Monitoring and recovery of outstanding debts.
- Obtain quotes for purchases and establish best value for money in line with procedures.
- Authorisation of orders.



- Ensuring that the academies requisition all goods.
- Processing of invoices and reconciliation of supplier statements.
- Authorisation of receipts, recording and banking of income (where the Academy is not cashless).
- Operating within defined financial procedures in accordance with statutory guidelines; financial regulations, Trust policies and DfE policy and practice.
- Supporting HR with payroll input data, as required.

Additional duties:

- To play a full part in the life of the Trust, to support its distinctive aims and ethos and to encourage others to follow this example
- To participate in induction training, staff review processes and professional development opportunities
- To comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description
- To undertake professional duties that may be reasonably assigned by the Chief Operating Officer
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

Health and Safety:

- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

-
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
 - The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
 - This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Staff Member

Date: _____

Signed: _____ Chief Executive Officer

Date: _____