

Job Description

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| Job Title: | Finance Administrator |
| Salary: | Grade 4 |
| Employment Status: | Temporary |
| Working hours: | 37 per week |
| Working weeks: | All-year-round |

Responsible to: Finance Officer - Compliance and Financial Administration

Job Purpose

Working within the Trust Central Finance team assisting with the provision of the finance service for the academies within the trust by undertaking all aspects of the financial administration function.

Responsibilities

- To provide a proactive financial administration service by managing the Finance Inbox, by answering telephone queries efficiently and effectively with attention to excellent customer care.
- Undertake accounts payable & receivable work using Xero, XFE and Approval MAX, raising & placing orders, maintaining supplier's information, matching delivery notes, processing invoices and chasing outstanding debts.
- Processing all accounts payable and receivable financial administration in line with our Finance Policy and Academy Trust Handbook.
- Dealing with queries / anomalies for all aspects of accounts payable and receivable work so an early resolution can be found.
- Responsible for the financial administration (under the direction of the Finance Officer – Compliance and Financial Administration) for Music Tuition, School Trips, Consortium Payments and Post 16 Bursary applications and payments and, After School clubs.
- Responsibility for all aspects of the finance administration team, which may include, printing , producing transactional reports for budget holders, parental payment sheets, producing trip lists, printing reports and providing debtor information using the trust financial information systems.
- To undertake postal , printing and scanning duties as required
- To proactively communicate with all stakeholders seeking back office efficiencies in process, actively signposting stakeholders to email invoices and all other documentation - working to a paperless office.

- To carry out any other duties as directed by the Finance Officer - Compliance and Administration that are within the scope, purpose and spirit of the role.
- Provide support to the Trust Financial Controller during the academy holidays to ensure:
 - the central finance team are prepared for the financial year-end and
 - Setting up budgets for the new financial year
- Assist the Business Partnering Finance Officer in the month end process.

Other Responsibilities

- Actively participate in your own development plan under the supervision of you line manager and training provider
- Participate in professional development opportunities with a willingness to develop additional skills and expertise
- Contribute to the overall ethos and aims of the Central Finance Team and Trust
- To promote and prioritise the safeguarding of all pupils
- To adhere to Health and Safety regulations.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Inspire Education trusts Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the GDPR guidelines.

Review

Please note that this is illustrative of the general nature and level of responsibility of the role. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Finance Officer - Compliance and Administration / Trust Financial Controller.

Updated: 24th August 2021

Line Management:

Finance Officer - Compliance and Administration

Line Management for performance purpose:

Finance Officer – Compliance and Administration

Person Specification – Finance Administrator – Central finance team Grade 4

| Training and Qualifications | Essential (E) Desirable (D) |
|--|--|
| Evidence of working in a financial setting | D |
| Excellent numeracy and literacy skills | E |
| Evidence of commitment to further personal and professional development | E |
| Knowledge/Evidence and Understanding | E/D |
| A clear understanding of the role of finance and administration assistant in a School/MAT | E |
| Knowledge of academy financial procedures | E |
| Knowledge of Xero financial system | D |
| Knowledge of budget management and accounting techniques | D |
| Knowledge of risk assessment | D |
| Evidence of finance, business or administrative management experience to support the day-to-day operation of an establishment/company within financial constraints | E |
| Experience of monitoring and developing financial plans | E |
| Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets | E |
| Experience of administration procedures and systems | E |
| Experience | E/D |
| A clear wish to work in an educational setting and contribute towards its ethos | E |
| Experience of working in a team environment | E |

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| Experience in finance including in the development, management and operation of financial management systems and procedures | E |
| Experience of budget management including account reconciliation and the ability to produce financial reports/information | E |
| Skills and Abilities | E/D |
| Energy and enthusiasm for the post | E |
| Excellent and written verbal communication skills | E |
| Ability to plan and prioritise workload to meet conflicting deadlines | E |
| Ability to analyse and interpret information and solve problems | E |
| Excellent ICT skills in MS Office, internet, email and financial management package (Xero, XFE & Approval MAX) and related packages | E |
| Ability to work independently and act on own initiative | E |
| Ability to cope well with pressure and keep calm in stressful situations | E |
| Ability to maintain absolute confidentiality and integrity | E |
| Ability to build and form good relationships with all trust stakeholders | E |
| Ability to work constructively as part of a team, understanding academy roles and responsibilities including your own | E |
| CORE COMPETENCIES | E/D |
| Clear understanding and commitment to safeguard and protect children | E |
| Conscientiously adheres to academy / trust policies and procedures and works ethically | E |
| SPECIAL REQUIRMENTS | E/D |
| An enhanced DBS check will be required | E |
| Understanding and commitment to equal opportunities | E |

Updated 31 08 2021

