

### Job Description

<b>Job Title:</b>	Finance Administrator
<b>Salary:</b>	Grade C (Point 5-6 NJC Scale)
<b>Responsible to:</b>	Finance Manager
<b>Date of Job Description:</b>	January 2021

#### Purpose of the Role:

To accurately provide a full range of finance administrative support to the Academy.

#### Main Tasks and Responsibilities:

##### **Key Duties**

1. Undertake a range of financial procedures, including placing orders, recording invoices, preparation of bank payments, dealing with supplier issues, filing & issuing receipts;
2. Responsible for the maintenance and updating of financial systems & records;
3. Monitor monthly budgets and advise staff on variances;
4. Produce a range of financial data and reports where directed;
5. Receive and record monies from pupils and parents / carers;
6. Assist where directed to undertake reconciliations, for example of bank account and petty cash and of the purchase ledger control account;
7. Exchange of information both verbally and in writing with teachers, other staff and external suppliers;
8. Resolves financial queries regarding order processing, financial accounts; undertakes analysis of financial records;
9. Works from instructions but makes minor decisions, such as in resolving supplier issues; serious issues e.g. significant budget variances referred to more senior staff;
10. Highlight any non-compliance with financial regulations with the Finance Manager;
11. Handles and banks small amounts of cash as necessary.

##### **General Duties**

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.

To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.

***Individuals in this role may also:***

1. Undertake other support duties such as reception, dealing with correspondence, filing and word processing;
2. Process travel and subsistence claims;
3. Assist with school lettings;
4. Responsible for the selection, ordering and storage of supplies within a small budget.

***Indicative knowledge, skills and experience***

1. General experience of working in a finance role;
2. Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring;
3. Knowledge / skills equivalent to National Qualifications Level 3 or relevant experience.