



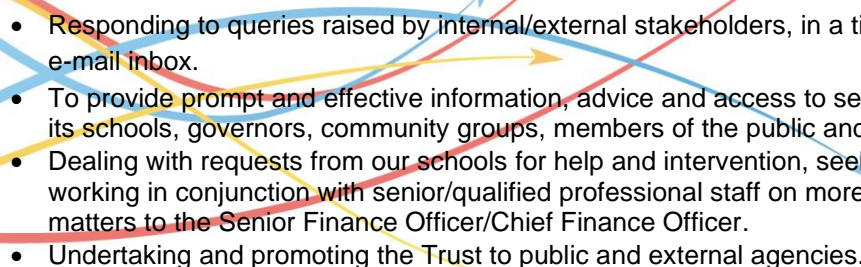
Job Description

Post title:	Finance Administrator
Contract	Permanent, All Year Round
Pay range:	Band 6, scale point 6-11
Line manager:	Senior Finance Officer
Supervisory responsibilities:	N/A
Location:	Exceed Academies Trust Head Office (Horton Park Primary School) with occasional travel to undertake duties at any of the schools/academies and some hybrid work
Hours of Work:	37 hours per week

Purpose of the Role: to work within the central finance team to provide a high standard financial administrative service and provide support and advice to internal stakeholders and external agencies, on all aspects of the finance administration function.

Key responsibilities:

- To support the day-to-day financial operations and business administrative processes of the Trust and each of our schools.
- To assist in the provision of high quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the Trust and our schools.
- To be one of the main contacts for external queries, answering routine telephone and face-to-face enquiries and signing in visitors at the Trust Head Office.
- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some judgement within established procedures and guidelines, liaising with other staff within the Trust and assessing the level of urgency.
- Responsible for the safekeeping of office equipment and secure storage of supplies.
- To be aware of and act in accordance with the Data Protection Act/GDPR and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Operate office equipment e.g. photocopier, computer.
- Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.
- Provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, faxing, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Undertake typing, word-processing and other IT based tasks (letters, memos, minutes etc.).
- Data inputting into information systems, utilised within the finance team.
- Accurate data entry, reception duty at the Trust head office and any other paperwork associated with working in the Trust office environment i.e. payroll admin, recruitment admin and finance admin, as required by the Senior Finance Officer.

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- Responding to queries raised by internal/external stakeholders, in a timely manner, via the finance e-mail inbox.
 - To provide prompt and effective information, advice and access to services provided by the Trust to its schools, governors, community groups, members of the public and other agencies.
 - Dealing with requests from our schools for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests or referring matters to the Senior Finance Officer/Chief Finance Officer.
 - Undertaking and promoting the Trust to public and external agencies.

Other Duties

Finance

- Responsible for the day to day operational financial process across the Trust, which includes but is not limited to;
 - Assisting in the preparation of BACS payments for the Trust
 - Accurately recording of different income streams and matching with associated expenditure
 - Entry of Non Order Purchase invoices
 - Posting of bank receipts
 - Posting of credit card transactions
 - Posting of petty cash transactions

Sales Ledger

Responsible for sales ledger processes including (but not limited to):

- The raising of invoices
- Credit control procedures

Purchase Ledger

- Responsible for purchase ledger processes including (but not limited to):
 - Researching products & sourcing most cost effective/best value for money;
 - Production of purchase orders for the Trust
 - Sending orders to suppliers; raising delivery queries
 - Matching supplier invoices to purchase orders; processing supplier invoices; raising queries with suppliers; checking supplier statements

General

- Available to work all year round and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- To contribute to the overall ethos/work/aims of the Trust.
- To participate in training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.
- Ensure adherence to diversity, equal opportunities and anti-discriminatory practices
- Any other duties commensurate with the grade and post

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths A* - C or equivalent 	<ul style="list-style-type: none"> A recognised accounting qualification 	Application form & Selection process Certificates
Experience	<ul style="list-style-type: none"> Experience of working in a team Experience of using spreadsheets to manage and manipulate data Experience of purchase & sales ledgers 	<ul style="list-style-type: none"> Experience of working in an office environment Previous experience of working with an education background 	Application form & Selection process
Specialist Knowledge/Skills	<ul style="list-style-type: none"> Knowledge/experience of general office and finance work. Good literacy and numeracy skills. Excellent communication skills including telephone/reception skills. Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc. Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.). Knowledge of maintaining financial information systems and making payments. Have a neat and organised approach to work. Be willing, courteous and able to work both using your own initiative and in a team. 	Experience of using PS Financials	Application form & Selection process