

**The Roseland Multi-Academy Trust**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Finance Administrator
<b>Grade:</b>	Grade F (Points 1 – 6) Salary Range: £20,450 - £22,885pa – reduced pro rata to £17,493 - £19,576pa (actual salary)
<b>Employment:</b>	37 hours per week, term time (38 weeks) plus 5 additional days.  School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer
<b>Responsible to:</b>	Chief Executive Officer/Chief Financial Officer/Headteacher of Treviglas Academy/Trust Management Accountants/Chair of the Trust Board
<b>Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Chief Executive Officer, CFO, Trust Management Accountants, Leadership Team, Central Services Team, Budget Holders, site team, staff, students. Trustees, Trust partners, governors, auditors, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

**Main Purpose of Job**

To provide financial administrative support to Treviglas Academy and The Roseland Multi Academy Trust by leading, managing and supporting the financial functions of the school and liaising with the Trust's Central Team. As Finance Administrator you will be based at Treviglas Academy, however, you may be required to work at other settings within the Trust, as directed by the CEO or CFO.

**Main Duties and Responsibilities**

1. To fully adhere to the Trust's policies and procedures, ensuring security of all monies, assets and financial information at all times.
2. To ensure all processes and work undertaken meets with financial regulations and internal and external audit processes, including the Academies Trust Handbook.
3. To be responsible for the Academy's internal ordering system, checking orders prior to submission to Central Team are appropriate, accurate, compliant and correctly authorised.
4. To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries and payments as requested by the Headteacher, Chief Executive Officer, Chief Financial Officer and/or Trust Management Accountants.
5. To support budget holders with procurement and best value processes where necessary.
6. To transmit internal orders to Central Team for processing.
7. Maintain Purchase Order records, ensuring orders are raised in a timely manner, and coordinate the transmission of completed Purchase Orders to Academy departments or external suppliers where required.
8. To ensure correct matching, approval and processing of purchase invoices and credit notes to orders in a timely manner.
9. Support Central Team in the generation of BACs and cheque payment processing when required.
10. To respond to queries from internal or external stakeholders in an appropriate and timely manner.

11. To manage processes and systems relating to school lettings and minibus bookings.
12. Raise sales invoice requests with Central Team.
13. Liaise with Central Team regarding any outstanding debtors, chasing outstanding balances and ensuring recovery of amounts owed to the Academy as directed by Trust Management Accountants or the CFO.
14. To administer local and online financial systems relating to incoming receipts (eg Upay, SchoolComms, ParentPay) ensuring accurate payment collection and coding and processing refunds and manual adjustments where required.
15. To respond to parental/carer queries or requests in a timely and appropriate manner.
16. To be responsible for receiving, checking and issuing of receipts for all payments made and monies received. To prepare all monies and cheques received by the Trust for banking.
17. To make appropriate arrangements for banking Trust income with adherence to school and Trust security procedures.
18. To be responsible for the issuing of petty cash and prepaid cards for authorised claims, ensuring receipts are obtained for all payments made and unspent monies returned. To monitor and reconcile the petty cash floats and card balances, and to ensure accurate recording and safekeeping at all times.
19. To review Academy trips and visits requests, ensuring outgoing visits are financially viable and appropriate accounts are setup for income and expenditure.
20. Reconcile trip and visit income and expenditure, ensuring records balance to those held by Central Team on a regular basis.
21. To liaise with internal recharge departments (eg reprographics, transport etc) and to monitor all costs ensuring appropriate charges are made to each school's department or budget holder.
22. To disseminate monthly curriculum and non-curriculum budget reports to designated budget holders in a timely manner, assist with the monitoring and control of each department's spending on an ongoing basis.
23. To support Central Team on the management of Contracts/Service Level Agreements when required.
24. To support the CFO and Central Team with internal and external auditor inspections, including responding to information requests in a timely manner.
25. Fully comply with and remain up to date with school and Trust policies, including (but not limited to) Charging & Remissions, Financial Scheme of Delegation, Gifts & Hospitality, Procurement & Tendering and Anti-Fraud, Bribery and Corruption.
26. To be responsible for ensuring the high standard of quality and accuracy in all documents produced.

#### General:

27. Proactively contribute to the effectiveness of administrative and financial functions and knowledge sharing.
28. Effectively communicate (verbally and in writing) information at an appropriate level, and in a suitable style, having assessed the audience.
29. Communicate in a professional, friendly manner, both verbally and in writing, with all visitors, contractors, parents, stakeholders, staff and students.
30. To undertake photocopying and document collation as requested.
31. To undertake filing and maintain accurate and comprehensive filing and archive systems.
32. To attend meetings relevant to your role, as requested.
33. To provide support or cover for members of the administrative team, as appropriate.
34. Keep up-to-date with current educational developments and legislation, particularly in relation to education finance.
35. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including financial systems and controls, safeguarding, health and safety, equality and diversity and data protection.
36. Maintain confidentiality of information acquired in the course of undertaking duties for a school and the Trust.
37. Be responsible for your own continuing self-development, undertaking training as appropriate.
38. To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

#### PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	Minimum of 2 years' financial and administrative experience. Practical experience of working in a busy office.	Relevant finance and administrative related work experience within a school or college environment.
<b>Education &amp; Training</b>	Relevant financial and administrative qualifications and experience. Attainment of GCSEs or equivalent to include English and Maths.	Relevant financial and accountancy qualifications and experience – AAT.
<b>Special Knowledge &amp; Skills</b>	Excellent numeracy and literacy skills. Driving licence and access to a vehicle to allow potential cross-site working.	Competent in the use of ICT and accounting systems, including proficient use of Excel. Ability to learn other financial and administrative functions of the Trust.
<b>Personal Qualities</b>	Drive and determination. A 'can do' and flexible approach with ability to positively adapt to changing priorities. Proactive, self-motivated, organised, meticulous and enthusiastic. Ability to work under pressure and independently with minimal instruction. Good communicator with good judgement in a variety of situations. Empathy with young people. Innovative and forward-thinking. Team player.	