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**Job Description: Finance Administrator**

**Responsible to:** Finance Manager

**Salary:** Grade 3

**Key purpose of the role:**

The postholder will be responsible to the Finance Manager/Assistant Finance Manager for the delivery of a range of financial services to support Suffolk Academies Trust. All duties will be carried out within recognised procedures or guidelines and will include ad hoc duties, which require some initiative. He/she will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems. Problems will be referred to line manager, who will be available for direction and guidance.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

The postholder will be expected to solve varied problems and develop solutions using analytical, judgmental, creative and developmental skills.

All staff are expected to work together be flexible, adaptable and respond to the changing demands within Suffolk Academies Trust.

**Main Accountabilities:**

Support the wide range of administrative processes associated with the financial function to include, but not limited to, the following:

* Update and maintain accounts, using academy finance software and manual systems, ensuring correct data entry against relevant budgets, in accordance with procedure.
* Process orders, check deliveries and liaise with suppliers and colleagues regarding resource requirements.
* Process invoices and accounts in accordance with procedure.
* To ensure that entries on the finance system are made within the agreed timescales for monthly closure of ledgers.
* To make regular payments to students eligible for the 16-19 Bursary award.
* To offer bursary advice and support; including the monitoring of student attendance.
* Receive, process and analyse income; to include banking of cash/cheques and issue of receipts, and online and debit/credit card income.
* To carry out other finance functions to support the academy such as booking train travel, processing car parking payments and mileage through payroll, childcare voucher payments and cycle to work scheme.
* Account for expenses in accordance with procedures.
* Operate reprographic equipment as required.
* To attend meetings and document key information and decisions as required.
* To maintain and update the Inventory as required.
* Deal with routine correspondence and enquiries.
* Produce routine reports and spreadsheets.
* To attend Open Events and promote the 16-19 Bursary and finance service to prospective students.

This job description sets out the major duties associated with the post. It is not intended to be an exhaustive list. It is assumed that other duties of a similar level or nature undertaken are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as the result of new legislation, changes in technology, policy or for other business reasons. In these circumstances training to undertake new roles will be offered.

**Finance Administrator - Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge** | | |
| Technical or Specialist | * Appropriate technical qualification such as AAT level 2 or relevant experience. * Good working knowledge of the principles of accounting software * Knowledge of computer systems e.g. MS Office products. | * Good working knowledge of Sage 200. |
| Literacy and Numeracy | * Ability to create simple excel spreadsheets; maintain and manipulate data within more complex spreadsheets. * To maintain records. * Ability to collect monies and maintain records. * Ability to carry out administrative tasks. |  |
| Organisational |  | * Knowledge of academy financial procedures, e.g. banking. * Knowledge of basic health and safety responsibilities * Knowledge of policies and procedures, e.g. sickness and absence records procedure. * Knowledge of administrative procedures, e.g. ordering, incoming/outgoing post. |
| Knowledge and use of equipment | * Ability to use/operate general office equipment, including reprographic. |  |
| **Mental Skills** | | |
| Problem Solving | * Carry out checks on stock deliveries and refer any queries to suppliers or line manager as appropriate. * Resolve straightforward problems. |  |
| Thinking creatively / Developing new ideas | * Contribute to the production of materials as required. |  |
| Planning ahead | * Assist in the preparation for college activities. |  |
| **Interpersonal & Communications Skills** | | |
| Verbal and written communications skills (including use of languages) | * To be able to communicate with a wide range of stakeholders in a professional manner. * Receive and redirect telephone calls, passing on messages to others. * Undertake correspondence as required. * Ability to handle confidential, sometimes sensitive information. |  |
| Training and / or presentation skills | * May assist/contribute to induction training for new administrative/finance staff. |  |
| **Physical skills** | | |
| Keyboard skills / use of mouse | * Highly accurate keyboard and mouse skills are required to use the finance management system and undertake a range of tasks such as the production of reports, routine and non-routine correspondence etc. |  |
| **Other Attributes** | | |
| Level of autonomy | * The post holder will be expected to make day to day decisions about own workload, within clear guidelines and procedures. * Supervisory assistance is available most of the time. |  |