



Finance Administrator (A5016)

Job Description and Person Specification

Location:	The Trust Central Finance Function is based within our Newcastle Bridges School site at Drayton Road, Newcastle, NE3 3RU
Grade:	N5
Hours of work:	Between 22.5 and 30 hours per week Term time + additional 3 weeks holidays (can be flexible with working patterns)
Responsible to:	Finance Manager

Job Purpose:

- To assist with day-to-day financial transactional processing under the direction of the Finance Manager.
- To undertake tasks associated with the purchase ledger processing of the Trust, including sourcing suppliers, checking requisitions, raising purchase orders, matching delivery notes and processing purchase invoices ready for payment.
- To liaise with various internal and external stakeholders regarding purchase orders and invoices.
- To collect and reconcile all cash income (including dinner money) from academies and prepare for banking.
- To monitor the finance email mailboxes responding to and answering any queries, and forwarding emails where necessary.
- To monitor the Finance Department's stationery stocks and order supplies where necessary.
- To contribute to the monitoring and maintenance of the Trust's budget. This will include accounting for expenditure or for money in the form of cash, cheques, invoices etc in accordance with Financial Regulations.
- To comply with the Trust's Financial Management Policy and the Academies Financial Handbook

Main Duties:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Process purchase orders in a timely manner, ensuring that all purchasing is authorised and approved in accordance with the Trust's Scheme of Delegation and associated Finance policies and procedures.
2. Process supplier invoices, ensuring that all goods have been matched to purchase orders and delivery notes.

3. Handle enquiries from various stakeholders in connection with orders and purchase ledger. This could include enquiries from colleagues regarding orders in progress or enquiries from suppliers regarding payment of invoices.
4. Maintain supplier records within the finance accounting system, including setting up new suppliers and amending any changes of details where necessary.
5. To monitor the Trust's staff mobile phone stocks, undertaking an annual audit of handsets - cancelling any old contracts or ordering any new handsets where necessary.
6. To assist with the collection and submission of monthly payroll claims, such as overtime and mileage.
7. To work flexibly and provide administrative support within the wider Finance Team e.g. filing, scanning and preparation of spreadsheets
8. To provide other ad hoc support to the Finance Manager or Director of Finance and Operations as required.
9. To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.

Additional Information

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

Area	Essential/ Desirable	Assess by
Qualifications and Training		
Good general education with GCSE's or equivalent in English & Maths (A to C / 9 to 4)	E	Application Form
A recognised accounting qualification e.g. AAT	D	Application Form
Evidence of continued professional development	D	Application Form / Interview
Knowledge and Experience		
Experience of school/academy finance operations	D	Application Form / Interview
Experience of working within a finance department	E	Application Form / Interview
Experience of accounting systems	E	Application Form / Interview
Experience of purchase ledger processing	E	Application Form / Interview / Task
Skills and Key Criteria		
Experience of Microsoft Office packages (including Word and Excel)	E	Application Form / Interview / Task
Ability to prioritise workload effectively to meet deadlines	E	Interview
Ability to communicate with to a range of stakeholders, through excellent written and oral communication skills.	E	Interview
Ability to work on own initiative and to organise/prioritise own workload	E	Application Form / Interview

Ability to maintain confidentiality	E	Application Form / Interview
Personal Attributes		
A supportive and cooperative team member with a flexible approach	E	Application Form / Interview
Highly motivated showing resilience and reliability	E	Application Form / Interview
A positive attitude and commitment to equality	E	Application Form / Interview
Ability to work outside normal trust hours if the need arises	D	Interview
Ability to travel to trust academy locations as required	E	Interview
Equal Opportunities		
Should indicate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the Trust.	E	Application Form / Interview
Safeguarding		
Commitment to the protection and safeguarding of children and young people	E	Interview
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting.	D	Application Form / Interview
Successful candidate will be subject to an enhanced Disclosure and Barring Service Check	E	