



FINANCE ADMINISTRATION LEVEL 3 (CA017)

JOB PURPOSE
The post holder will play a fundamental role in developing and maintaining the financial processes and procedures. This will include assisting in budget setting for the Academy and communicating financial data to the Senior Leadership Team. The post holder will act as a role model and supervisor for junior members of the finance team.
MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• Support in the design and development of the academy financial systems, policies and processes to ensure that they are fit for purpose and support the smooth running of financial procedures.• Assist with budget setting for the academy annual budget to ensure that the budget is reasonable and meets the academy's needs.• Monitor the academy's financial records, identifying reasons for any discrepancies, to ensure that the academy's expenditure is fully accounted for.• Analyse and interpret financial data in order to produce reports for the Headteacher to ensure that Senior Leadership are updated on the academy's financial position.• Process orders and invoices, including arranging payment for goods and verifying supplier invoices, to ensure that all invoices are paid on time.• Reconcile and manage petty cash and bank accounts to ensure that all cash is banked correctly and accounted for• Provide support with ad-hoc projects in order to contribute to Academy wider initiatives.• Supervise junior members of the team, this may include allocating and overseeing work and providing assistance where necessary, in order to support team working and professional development of junior colleagues.• Provide advice and guidance to the Schools Senior Leadership Team on financial matters to ensure that relevant Senior Staff are aware of the financial position.• Adhere to financial regulations and oversee that junior team members understand these regulations to ensure full team compliance.
Safeguarding Statement
In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns
Health and Safety
The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.

Confidentiality and Data Protection
<p>The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.</p>
Equality and Diversity
<p>CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.</p>
Training and Development
<p>CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.</p>
Mobility
<p>The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions</p>
The Postholder is required to:
<ul style="list-style-type: none"> • Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. • Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. • To promote equality, diversity and inclusion and demonstrate this within the role. • To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. • To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels. • To act as exam invigilator when required. • To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement:	
<p>This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.</p>	
Declaration I accept this job description.	
Print Name:	
Signature:	
Date:	