



Job Description

Post Title	Salary	Reviewed
Finance Administrator	Grade 8	April 2026

Managed by: Finance Manager (FM)

Job Purpose

Under the supervision of the Finance Manager, to take responsibility for the financial administration within North Star Academy Trust, working with the Finance Manager to support the financial functions of the trust, ensuring that all financial procedures are carried out accurately, effectively and efficiently and in accordance with trust policies, regulatory frameworks and agreed procedures.

Key Job Outcomes

Financial

- To be fully conversant with the financial management systems in use by the trust.
- Responsible for the operation of the school's purchase ledger function, including but not limited to;
 - processing purchase orders accurately and in accordance with agreed authorisation procedures and timescales.
 - monitoring the receipt of goods and services.
 - processing invoices, checking against purchase orders and delivery notes, ensuring appropriate authorisation and payment in accordance with the agreed procedures and timescales.
 - investigating and resolving all order, delivery and payment queries, arranging returns and ensuring that refunds or credit notes are received as appropriate.
 - obtaining BACS details for new suppliers and undertaking the IR35 off payroll working checks as appropriate.
 - checking supplier monthly statements.

- processing all petty cash claims.
 - obtain quotations where required, ensuring best value is obtained on all purchases.
- Maintain and reconcile the procurement card accounts.
 - Collect, reconcile and bank cash payments in a timely manner.
 - Prepare sales invoices, e.g. lettings, traded services as required and build strong relationships with debtors to ensure prompt payment.
 - Manage the school fund income and expenditure.
 - Support the FM with month end processing including but not limited to; banking of income, bank reconciliations, aged creditor & debtor analysis.
 - Support the Director of Finance and Operations (DFO) / FM with the production of monthly management accounts.
 - Support the DFO / FM in the preparation and monitoring of the school budgets.
 - Support the DFO / FM with end of year procedures.

Reporting

- Assist with the preparation of routine returns.
- Assist in the preparations for external and internal audits.
- Prepare financial reports as requested by the DFO / FM.
- Regularly produce, distribute and monitor budget holder expenditure reports.

General Administration

- Maintain an accurate and up-to-date paper and electronic filing system for financial records.
- Deal with all incoming/outgoing financial post.
- Provide proactive, customer service focused support and advice to colleagues, explaining policies and procedures in a timely and effective manner, referring to the FM or DFO as appropriate.
- Assist in the letting of school premises, including dealing with initial enquiries and providing the required documentation.
- Answer enquiries by telephone or in person and respond to routine requests for information.

Compliance

- Ensure all deadlines are met on a weekly, monthly and yearly basis.
- Ensure all financial administration is carried out in accordance with the appropriate DfE and trust financial policies and procedures, including the Academy Trust Handbook.
- Maintain a high standard of financial probity by ensuring adherence to internal controls.
- Ensure the secure handling of confidential data and information to comply with trust policy and with the data protection act.

Developing the Trust

- Contribute to achieving the Vision and Aims of the North Star Academy Trust.

- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust's Health and Safety Policy.
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.