

 <p>Tudor Grange Academies Trust</p>	<p><b>Finance Administrator</b></p> <p><b>Grade 3 Points SCP 5-6</b></p>
<p><b>Core Purpose</b></p>	
<p>To undertake specific finance support responsibilities to ensure efficient and effective use of academy resources.</p>	
<p><b>Specific tasks/Responsibilities</b></p>	
<ul style="list-style-type: none"> <li>• Process purchase orders, purchase invoices, and credit notes in line with the MAT's financial procedures.</li> <li>• Raise/Issue Sales Invoices as instructed/provide copies as requested by FO/TFM.</li> <li>• Reconcile supplier statements and request copies of missing documents as required</li> <li>• Daily monitoring and distribution of incoming correspondence, via email and post.</li> <li>• Assisting with general day to day queries into the department and escalating to FO or TFM where required.</li> <li>• Process staff travel/expense claims.</li> <li>• Process Pupil reimbursement claims</li> </ul>	
<p><b>Supervision/Management of People</b></p> <ul style="list-style-type: none"> <li>• No direct line management responsibilities, however, may be required to demonstrate own duties to new team members where required.</li> </ul>	
<p><b>Knowledge, skills and experience</b></p>	
<ul style="list-style-type: none"> <li>• Experience of working in a finance role</li> <li>• May be qualified AAT in part or in full or QBE with knowledge/skills equivalent to current national qualifications Level 2.</li> </ul>	
<p><b>Line Manager</b></p>	<p>Trust Finance Manager</p>