

Manor Hall Academy Trust		
Post Title	Ref	Grade
Finance Administrator Apprentice	MHJD138	Apprenticeship Grade

Statement of Purpose

To be responsible for the provision of an effective financial support service for the trust in accordance with the scheme of delegation.

Support to Finance

- To lead on the development of the procurement to pay processes and develop internal procedures compliant with the Academies Trust Handbook and financial regulations.
- To assist on implementation of new financial systems when adopted.
- To lead on training activities with academies, providing support in the use of all financial management systems.
- To lead on the creation of training materials in relation to financial processes and the use of financial systems.
- To process orders and invoices for the Trust Support Team on the financial management system, ensuring accuracy, compliance with VAT regulations and Trust Financial policies.
- To lead on resolution of complex order and invoice discrepancies, liaising with academies, suppliers and other stakeholders to resolve outstanding queries.
- To process orders and invoices for the academies in the Trust as invoicing across the Trust is centralised.
- To prepare and process payment runs on the financial management system and upload these to commercial banking online ready for authorisation, investigating any rejected payments.
- Reconciling, processing and submitting petty cash claims in accordance with financial procedures.
- Ordering and supply of items.
- Manage the proper collection and receipting where required, reconciliation and banking of income for academies.
- Monitoring of schools' assets and estate management software, ensuring data changes are made in a timely manner, at the time of acquisition and regularly throughout the year

- Undertake end-of-year procedures as necessary in accordance with closure of accounts programme.
- Preparation and posting of payroll journals
- Process purchase card transactions on the financial management system and reconcile with card statements.
- To administer the electronic purchase card system, ensuring policies are in place for new users.
- Prepare for trust auditors as required.
- Preparation of invoices.
- Collection of fees and other dues.
- Recovery of bad debts.
- Process refunds for academies as necessary
- To maintain the purchase ledger for all the academies in the trust, ensuring this is kept up to date including verifying bank details with suppliers.
- To assist with preparations for the internal controls programme and main audit, which includes collating information on behalf of the Trust to provide to external auditors.
- To support the academies using the financial management system and correct processing errors as appropriate, in relation to the purchase ledger.
- To assist with the completion of the month end processes and reconciliations where necessary.
- To assist with the Sales Ledger.
- To assist the other members of the Trust Support Team as required.
- Provide routine clerical/administrative support, e.g. photocopying, filing, faxing, emailing, completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required, e.g. pupil data.
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.

The current key responsibilities of this post are outlined in this job description but are not 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.

Support to the Organisation

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note 1:

As this is a new post the role will be subject to a 6-month in post review.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification	
Essential Criteria	Measured By:
Experience General clerical/administrative/financial work	AF/I
Qualifications/Training - NVQ 2 Business and Administration or equivalent qualification, or experience in relevant discipline. *AAT Level 2 is desirable - Good numeracy and literacy skills.	I
Knowledge/Skills - Effective use of ICT packages. - Ability to use relevant equipment/resources. - Good keyboard skills. - Knowledge or relevant policies/codes of practice and awareness of relevant legislation. - Ability to work constructively as part of a team. - Ability to relate well to children and to adults. - Good organising, planning and prioritising skills. - Methodical with a good attention to detail. - Ability to work through complex financial queries	AF/I
Behavioural Attributes - Customer focused. - Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. - Open, honest and an active listener. - Takes responsibility and accountability. - Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing and effective service. - Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. - Is committed to the provision and improvement of quality service provision. - Is adaptable to change/embraces and welcomes change. - Acts with pace and urgency being energetic, enthusiastic and decisive. - Communicates effectively. - Has the ability to learn from experiences and challenges. - Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

AF = Application Form

I = Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***