

Job Description

Finance Administrator

Reporting to: Deputy Finance Manager

Liaising with: Trust Executive Team, Head Teachers, other colleagues, suppliers and customers

Grade/Salary: Band 3 (Scale point 6-9)

Hours of work: 37 hours per week, 52 weeks per year

Core Purpose:

- To play an active role in the finance team delivering an efficient, effective and customer focused service to all Academies within the Multi Academy Trust while maintaining accurate financial records within the Multi Academy Trust's finance and accounting system in line with the Trust's financial regulations, policies and procedures.

Duties, responsibility and key tasks:

Accounts Payable

- Issue approved purchase orders to suppliers via the email portal.
- Scan, match and process invoices ready for payment, ensuring the invoice is approved for payment in line with the Trust's Financial Regulations Manual and the invoice is coded accurately as per the academies budget.
- Scan, match and process credit notes, ensuring that the credit is coded accurately.
- Process Direct Debit and Standing Order payments on the finance and accounting system, ensuring they are matched to purchase orders and coded accurately as per the academies budget.
- Process staff expense claims on the finance system, checking that the form is approved for payment in line with the Trust's Financial Regulations Manual and that each item is coded accurately as per the academies budget.
- Follow up late/missing payment notifications, dealing with suppliers on a day-to-day basis over the telephone, via email and the helpdesk
- Undertake financial due diligence checks on potential new suppliers using information available in the public domain (eg. published accounts, companies house information, supplier reviews)
- Set up account details for new suppliers, checking that the supplier information is complete and accurate and that the appropriate documentation and authorisation is in place. Add bank account details to new supplier accounts, checking that information is complete and accurate.
- Action requests to amend supplier bank details ensuring the Trust's processes are carefully followed, and that requests are never implemented without independent verification of the change using known contact details for the supplier.
- Check supplier statements against the purchase ledger, requesting copy invoices for missing payments and ensuring the Trust pays its debts in line with the required payment terms.
- Review purchase commitments on the finance and accounting system as part of the finance teams' month end processing, liaising with the individual academies to determine whether the commitments remain live and clear orders for goods and services that are no longer required.

Accounts Receivable

- Raise sales invoices to customers as per the Multi-Academy Trust's sales log, ensuring they are coded as per the academies budget.
- Issue sales invoices to customers via the finance and accounting system's email portal.
- Receipt income, matching the receipt to the sales ledger where appropriate and ensuring that each amount is coded accurately as per the academies budget.
- Add income received via the Trust's cashless payment system to the relevant trip/student ledger.
- Investigate unknown income receipts, by contacting providers by telephone to accurately identify the funding source.
- Chase late payments, taking prompt action to ensure all income is received timely.
- Issue statements to customers as part of the finance teams' month end processing and provide copy invoices on request.
- Set up account details for new customers, checking that the customer information is complete and accurate.

Multi-Pay Card

- Process monthly multi-pay card expenditure. Check the multi-pay card log has been fully completed, authorised, coded correctly and that expenditure falls in line with the Trust's finance regulations.

Audit and Compliance

- Assist the Deputy Finance Manager with any preparations for audit visits and meeting with the auditor as required.

Giftaid

- Using the Trust's donations software, add any donations received that have a gift aid declaration.

Advice and Support

- Respond to telephone calls and emails into the Finance Helpdesk, escalating calls when appropriate and ensuring responses are provided timely and in line with the team's service level agreement.

Additional Duties

- To attend meetings as required
- To keep up to date with and be alert to the latest tactics used by fraudsters to minimise the risk of fraud.
- To assist with obtaining copies of supplier contracts and keeping the Every system updated.
- As a small efficient team, be prepared to assist others and take on additional responsibilities (within the grade of the post) to help Schools and other colleagues to meet deadlines.
- To perform any task or duty under the reasonable direction of the Finance Director or another member of the Executive team.

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Finance Administrator

A Training and Qualifications	Essential	Desirable
A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	A	
Commitment to ongoing professional development	A	
A willingness to learn finance fundamentals	A	

B Experience	Essential	Desirable
Experience of working in a financial or administrative role in a busy and fast paced office		A & I
Experience of using office systems including MS Word, Excel and email	A	
Able to demonstrate effective team working in a work or other capacity		

C Professional Knowledge and Skills	Essential	Desirable
Evidence of continuing professional development	A&I	
Ability to manage a varied workload as well as delivering to timescale by using time management techniques and demonstrating flexibility	A&I	
Ability to explain information in a logical, user-friendly way	A&I	
Strong ICT skills	A&I	
Excellent verbal and written communication skills	A&I	
Excellent planning and organisation skills, tenacity and resilience	A&I	

D Personal Attributes	Essential	Desirable
Positive, can-do attitude to supporting the workload of the finance team to achieve deadlines.	I	
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
The ability to self-evaluate, reflect and develop	I	
The ability to adapt to changing circumstances and new ideas	I	
Excellent attention to detail	I	
Good numerical skills	I	
Integrity and commitment to good governance	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

E Safeguarding	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	