

Job Description

Post Title:	Trust Finance Administrator
Department:	Central Finance Team
Reports to:	Head of Finance
Location:	PDET Central Office, Bouverie Court, Northampton (with flexible/hybrid working by agreement)
Salary:	G8-G10

About the Role

The Trust Finance Administrator plays a vital role in our central finance team, ensuring high-quality, consistent financial processing across the Trust. Supporting multiple Finance Business Partners, you will thrive in a fast-paced, collaborative environment where no two days are the same. We champion continuous learning and professional growth and are united by a shared commitment to delivering the very best for the children in our schools.

Purpose of the Job

To provide efficient, accurate and timely financial administration in line with Trust policies, internal controls and regulatory requirements. The post holder will own day-to-day transactional processes, help maintain a strong control environment, and provide excellent customer service to academies, suppliers and colleagues.

Key Responsibilities

Financial Operations

- Provide high-quality administrative support to the Central Finance Team under the direction of the Head of Finance and Group Accountant.
- Process purchase orders in line with delegated authorities, ensuring accuracy, appropriate coding and timely approval.
- Match, check and process supplier invoices against purchase orders and goods received notes and prepare paylists for BACS (or cheque in exceptional circumstances).

- Raise central sales invoices as directed and support credit control activity where required.
- Manage central finance mailboxes, responding promptly and professionally to queries from suppliers, customers and academies.

Systems, Data & Records

- Input and maintain accurate data in the Trust's financial system (iplicit) in accordance with procedures and month-end timetables.
- Scan and file invoices and supporting documentation, ensuring documents are attached to transactions within the finance system and records are retained in line with retention schedules.
- Set up new suppliers in line with Trust due-diligence, verification and anti-fraud checks, challenging business need where appropriate.

Compliance & Controls

- Follow financial regulations, scheme of delegation and internal control frameworks at all times.
- Support the integrity of ledgers through accurate coding, VAT treatment and timely resolution of queries.
- Escalate anomalies or risks promptly and support audit requests with timely, well-organised evidence.

Business Partnering Support

- Support Finance Business Partners with information requests, routine reports and transactional queries from academies.
- Provide courteous, solution-focused customer service to colleagues across the Trust.

Projects & Continuous Improvement

- Support the Finance Projects Manager and Group Accountant with operational improvements, data cleansing and process updates.
- Contribute ideas to simplify processes, strengthen controls and improve the user experience for academies and suppliers.

Team Contribution

- Share good practice and support the rotation of duties to ensure resilience across the team.

- Participate fully in induction and provide excellent support to colleagues who are new to a Trust environment.
- Take responsibility for personal wellbeing, continuous professional development and achievement of agreed appraisal objectives.

Measures of Success (Indicative)

- Invoices processed “right first time” and within agreed payment terms.
- Purchase orders raised in advance of commitment and correctly coded.
- Supplier set-ups completed with full verification and within service levels.
- Mailbox queries acknowledged within one working day and resolved to agreed timescales.
- Positive feedback from academies, suppliers and colleagues; minimal audit findings related to transactional processes.

Person Specification

Qualifications

- Good general education, including strong numeracy and literacy (Essential).
- Currently studying towards, or willing to study towards, a relevant accounting qualification (e.g. AAT) (Desirable)
- Accounting qualification to Technician level (Desirable).

Experience

- Experience of financial administration in a busy finance function (Essential).
- Working knowledge of spreadsheet packages (e.g. Excel) and finance systems (Essential).
- Experience within an academy/school or public-sector finance environment (Desirable).

Knowledge & Skills

- High level of accuracy and attention to detail.
- Strong organisational skills with the ability to manage deadlines in a fast-paced environment.
- Clear, confident communication skills (written and verbal) with a customer-service mindset.

- Ability to work both collaboratively within a team and independently using initiative.
- Proficient in spreadsheets; comfortable with data entry, basic formulas and reconciliations.

Behaviours & Values

- Professional, discreet and trustworthy; respects confidentiality and handles sensitive information appropriately.
- Flexible and adaptable; open to learning and change.
- Aligned with the Trust's values and committed to improving outcomes for children.

Additional Information

- This job description outlines the main duties of the post but is not exhaustive. Duties may change from time to time to meet organisational needs, consistent with the grade of the post.
- The post holder must adhere to Trust policies, including financial regulations, procurement, data protection and information security.

Safeguarding, Child Protection & Pre-Employment Checks

PDET is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All appointments are subject to safer recruitment checks, including:

- Enhanced Disclosure and Barring Service (DBS) check and children's barred list check, where applicable.
- Verification of identity, right to work in the UK, employment history and references.
- Verification of qualifications, professional status and, where relevant, overseas police checks.

Equality, Diversity & Inclusion

We value and celebrate diversity. We are committed to creating an inclusive workplace where everyone can be themselves and perform at their best. We welcome applications from all suitably qualified candidates and are happy to discuss reasonable adjustments during recruitment and employment.