

**Aquila – Head office Job Description**

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| <b>JOB TITLE</b>   | Finance Administrator                           |
| <b>SALARY</b>  | Aquila Pay Level b                              |
| <b>HOURS</b>   | 30 hours per week, 40 weeks per year            |
| <b>LOCATION</b>  | Head Office – Motis Business Centre, Folkestone |
| <b>LINE MANAGER</b>  | Senior Finance Administrator                    |
| <b>Purpose of the Role:</b><br>Provide finance & administrative support to schools within the Trust  |   |
| <b>Professional Responsibilities:</b><br><br>Finance & Administrative support: -   |   |
| <ul style="list-style-type: none"> <li>• Undertake a range of financial procedures, including placing orders, accounts payable, preparing sales invoices and credit card reconciliations.</li> <li>• Enter transactions into cash book including online payments and occasional cash deposits</li> <li>• Liaise with school staff re orders for goods and services achieving best value where possible</li> <li>• Provide administrative support duties such as answering telephone and directing calls to the correct department. General photocopying, filing and scanning of documents to support both finance and administrative functions of the Trust</li> <li>• Some procurement duties – Research alternative goods to obtain quotations &amp; best value purchases across the Trust.</li> <li>• Knowledge of audit and compliance and ensuring schools adhere to requirements of Academy Trust Handbook, Trust Finance Policy etc.</li> </ul> |   |
| This job description is not an exhaustive document. It is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of Aquila – The Diocese of Canterbury Academies Trust.  |   |
| <b>Person Specification:</b>   |   |
| <b>Knowledge &amp; Skill</b>   |   |
| <ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Able to work quickly and efficiently in order to reach the best outcomes at all times</li> <li>• Able to work independently as well as in a team</li> <li>• Maintain confidentiality inside and outside of the workplace</li> </ul>  |   |
| <b>Qualifications and Experience</b>   |   |
| <ul style="list-style-type: none"> <li>• Good standard of general education, ideally to Level 3</li> <li>• Excellent IT skills and knowledge of databases and spread sheets</li> </ul>   |   |
| <b>Personal Attributes:</b>  |   |
| <ul style="list-style-type: none"> <li>• A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour</li> <li>• Logical and systematic in work processes</li> <li>• Good organisational and time management skills</li> <li>• Supportive of the aims and purpose of the Church of England and the Diocese of Canterbury</li> </ul>   |   |