

## JOB DESCRIPTION

### POSITION: Finance Administrator

### JOB OVERVIEW

#### Summary of role

The role of finance administrator is to provide financial and operational support to Head Office, staff and parents.

Reports to: Head, Finance controller

Reports in:

KEY TASKS	Finance - Purchasing Requirements – Approval Max
	<ul style="list-style-type: none"> <li>• Provide purchasing support to staff on site and at Head Office:</li> <li>• Provide access to and facilitate the delivery of training for finance systems including NetSuite.</li> <li>• Maintain an overview of site purchasing needs and transactions, in particular of the Purchase Order process.</li> <li>• To support staff through the PO raising, approval, ordering, receiving and invoicing phases.</li> <li>• Raise POs for “central” items e.g. paper for MFDs.</li> <li>• Processes staff expense payments where necessary.</li> <li>• Creates new suppliers in NetSuite and adds staff as required.</li> <li>• Handle supplier enquiries, redirecting to Head Office as appropriate.</li> <li>• Maintain school inventory records</li> <li>• Analysis of costs to assist with cost control/reduction.</li> </ul>
	Parental and Pupil Matters
	<ul style="list-style-type: none"> <li>• Billing - enable sales invoices to be created at HO : update starters and leavers through ISAMs. To liaise with Head Office regarding any fee matters that need addressing.</li> <li>• Database Management – maintain and update data in Isams.</li> <li>• Parent communication – first port of call for parents, via parent query inbox</li> <li>• To liaise with agencies related to pupils with Special Educational Needs funding. Keeping accurate records of funding from the LEA.</li> <li>• Regularly collaborate with SENCo to ensure EHCP provisions and funding are in place from HO.</li> <li>• Will assist with Termly NEG and EYFS Funding application</li> </ul>
	Banking
	<ul style="list-style-type: none"> <li>• Supporting the Head Office bank reconciliation process by finding local explanations for transactions.</li> <li>• Hold and control the use of the school credit / payment card. Ensuring its use is correctly authorised and accounted for.</li> <li>• Maintain and oversee access to a directory of supplier portal log on credentials.</li> <li>• Provide administrative support to the school’s lettings activity, including payment collection, invoicing and liaising with site operations and facilities.</li> </ul>
	Wisepay management / implementation
	<ul style="list-style-type: none"> <li>• Set up of clubs, trips etc .Manage communication to Parents</li> <li>• Provide reports to trip manager to assist with co-ordination.</li> <li>• Reconcile Revenue from WisePay and provide to the Finance Team</li> </ul>
	Debt Collection

	<ul style="list-style-type: none"> <li>• Review Debt Report on a weekly basis.</li> <li>• Initial engagement to collect debt and record details of all communication.</li> <li>• Assist with communication between Parents and Head.</li> </ul>
	<b>Financial Records</b>
	<ul style="list-style-type: none"> <li>• Data entry for Purchase Ledger – supplier invoices.</li> <li>• Reconcile Supplier accounts</li> <li>• Reconcile Customer accounts</li> <li>• Reconcile PDQ transactions</li> <li>• Reconcile Credit card statements</li> </ul>
	<b>School Administration</b>
	<ul style="list-style-type: none"> <li>• Completion of DfE and EY Census</li> <li>• Managing and recording all licensing requirements across the school (eg: music, performance, copier, sound, subscriptions).</li> </ul>
	<b>General Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Ensure that operational procedures and policies are fully understood and consistently followed.</li> <li>• To maintain confidentiality in all dealings with the school.</li> <li>• To maintain confidentiality in all dealings on behalf of the Headteacher and ILG.</li> <li>• Communicate effectively with parents and other visitors to the school.</li> <li>• Actively contributes and participates as part of the team, attending team meetings and activities.</li> <li>• Always behaves and dresses in a professional manner.</li> <li>• Maintains workspace in a neat and presentable manner, in keeping with professional expectations.</li> <li>• Ensure full support is given in readiness of school inspection</li> </ul>
	<b>Self-Management</b>
	<ul style="list-style-type: none"> <li>• Perform any ad hoc duties as required.</li> <li>• Attend training courses to further personal development.</li> </ul>

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Maths – High grade GCSE or A Level equivalent.</li> <li>• 2+ years clerical experience</li> </ul>	<ul style="list-style-type: none"> <li>• Part or fully qualified accountant or bookkeeper (financial support of continued training can be provided)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working in a financial role, ideally with experience of the purchase ledger;</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school</li> <li>• Experience within general office/clerical environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• MS Office products</li> <li>• SIMS</li> </ul>	<ul style="list-style-type: none"> <li>• iSams</li> <li>• NetSuite</li> </ul>
Skills and Attributes	<ul style="list-style-type: none"> <li>• Numerate</li> <li>• Ability to work with figures accurately and within a spreadsheet environment</li> <li>• Ability to work to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within financial administration environment</li> <li>• Experience of a school environment</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>✦ Be an effective team player that works collaboratively and effectively with others</li> <li>✦ Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences</li> <li>✦ Support, motivate and inspire both colleagues and pupils by leading through example</li> <li>✦ Suitability to work with children</li> <li>✦ Confidence, warmth, sensitivity, reliability and enthusiasm</li> </ul>	

<b>Equal Opportunities and Commitment</b>	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p><b>Demonstrate a commitment to:</b></p> <ul style="list-style-type: none"> <li>✦ safeguarding and child protection equalities</li> <li>✦ promoting the school's vision, values and ethos</li> <li>✦ high quality, stimulating learning environment</li> <li>✦ relating positively to and showing respect for all members of the school and wider community</li> <li>✦ ongoing relevant professional self-development</li> </ul>
---	---

<p>I have read and understood the responsibilities for the position of Finance Administrator. I am aware that the Job Description is subject to change accordance with the needs of the business.</p>			
<b>Name:</b>			
<b>Signed:</b>		<b>Date:</b>	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).