

Job Description

Post Title: Academy Finance and General Trips and Visits Administrator

Location: Arnold Hill Spencer Academy

Salary/Pay Range: NJC6-10 - £22,732 - £24,223 actual salary

Hours of work: 37hrs pw, term time plus two weeks (one of the additional weeks will be the last week of August), Permanent

Reporting to: PA to the Principal

Purpose of Role

As often the first point of contact, you have a central role in an effective and efficient organisation which values the customer. You will provide a professional financial administration service for the school. You will be an essential member of the Administrative Team and contribute towards the smooth running of the Academy. You will have a high level of contact with both senior management and teaching staff.

The post holder will carry out the processing of financial transactions through the financial and accountancy systems to ensure the provision of accurate and timely financial information to the Academy's management, The Spencer Academies and external bodies as required.

You will assist with the monitoring of the Academy's financial resources and provide transactional delivery of the accounting system in line with the Trust's financial controls, and to support colleagues across the Academy.

Main Duties and Responsibilities

Specific responsibilities include the following which provides a working framework within which the post holder should exercise initiative and accountability:

Accounts Receivable and Credit Control

- Oversee the generation and distribution of all sales invoices for the Academy, ensuring that VAT is coded appropriately.
- Ensure that all receipts are accounted for and allocated correctly and that all outstanding debt is chased promptly.
- Complete a monthly report on any outstanding balances in conjunction with the Finance Partner, in preparation for review by the Principal, and central Finance team.

Accounts Payable

- Support Academy colleagues in the ordering process, helping to gather best value information, raise orders through the web portal and liaise with suppliers around delivery windows and any missed deliveries and/or items
- Forward purchase invoices (and credit notes) for payment to the Central Finance Team, acting as a point of contact for vendors.
- Resolution of any disputed purchase invoices.
- Assist in the completion of new vendor application forms
- Assist the Finance Partner with reviewing/deleting Academy commitments.

Banking

- Undertake all aspects of cash handling in line with the Trust and DfE policies and procedures
- Administer the cashless payment system (SCOPAY), supporting Academy colleagues to encourage all students to access the cashless payment system and troubleshoot to allow the Academy to become cashless.
- To ensure all income received from online payments systems is appropriately and correctly accounted for on the Trust accounting system, ensuring VAT is accounted for correctly.

Budget management

- Assist the Senior Leadership Team with operating and monitoring all Academy budgets
- Liaise with the Central Finance Team and particularly the Academy's Finance Partner to provide additional information to support budget planning and variance analysis.
- Assist the Central Finance Team in completion of the year end adjustment schedules.

General Trips and Visits (excluding CCF and DofE)

- Maintain an overview of all upcoming visits.
- Prepare and maintain information relating to educational visits and charitable events on SCOPAY, Synergy and internal databases.
- Provide detailed and accurate costing of educational visits to ensure minimal risk of making a loss.
- Create realistic payment schedules for parents.
- Make bookings with transport providers, travel agents and venues; building networks with suppliers to ensure ongoing value for money, reliability and the safety of students and staff.
- Complete and submit paperwork to tour operators on behalf of the visit leader.
- Book flights, submit passenger information and complete online check in.
- Send out communication to parents as directed by trip leaders, and respond to queries
- Track and collate payments and replies, and follow up as necessary
- Use of school systems to collect parental consent and other relevant information required for each visit to ensure the health and safety of students and staff.
- Ensure all visits are accurately recorded on the school calendar and promoted on the website and social media.
- Liaise with, and produce trip reports for visit leaders, Senior Leadership Team (SLT) and the Educational Visits Co-ordinator (EVC).
- Liaise with the Attendance Officer and Sixth Form Administrator to ensure student absences are recorded accurately in SIMS.
- Notify the Catering Manager of student absences to assist with their meal planning and request packed lunches as appropriate.
- Maintain a current knowledge of risk assessment procedures and work with the EVC, and their line manager in their absence, to ensure a secure and safe system is in operation for students off-site.
- Access information recorded on the Exeant system for each visit, and update participant information for the SLT link.
- Ensure the visit leader and the Academy's emergency contact each have a complete pack including an up to date register, Exeant form, risk assessments, consents, emergency medical and contact information, first aid kit and mobile phone.
- Use SCOPAY to create products and visits, collect and record income and expenditure, and produce regular update reports to Heads of Faculties and visit leaders.
- Assist parents with SCOPAY registration and payment queries.
- Assist with induction to Finance/Trips & Visits for new staff and ensure there is an appropriate level of knowledge for self and others within the admin team to cover in the case of absence.

- Evaluate trips and suggest improvements for the future.
- Keep up to date with school trip best practice and legislation to ensure health and safety and safeguarding requirements are met.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

Other

- Have a thorough understanding of Spencer Academies Trust Finance policies and procedures so that guidance can be effectively communicated to staff across the Academy, for example guidance on; payment of expenses, setting up new vendors, raising purchase orders.
- Following up with Academy staff on expenses that have been returned and queried by the Central Finance Team.
- Hold a credit card for the Academy and ensure the monthly return is completed in full and to the required deadlines, and that all expenditure is in line with Trust policies.
- Reconcile trips once they have taken place, to ensure that all income and expenditure has been recorded and that any surpluses or deficits have been accounted for, and if appropriate organising refunds.
- To respond to audit requests for internal and external audits by providing relevant documentation and evidence, adhering to any deadlines.

Personal and Professional Conduct

An Academy Finance and Educational Visits Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

The postholder is expected to uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside school, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
- Having regard for the need to safeguard students' wellbeing in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Having proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
- Having an understanding of, and always acting within, the national occupational standards for supporting teaching and learning in schools.

General

- Ensure that you act according to the principles of best practice, and in accordance with the requirements of the Keeping Children Safe in Education guidance, as issued by the Department for Education.
- There is a requirement to ensure that the post holder is in work for the year-end preparation and completion.
- Work in a professional manner, with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.

- Be aware of and comply with all Trust and Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines and work in a calm and confident manner when under pressure.
- Be organised, able to multi task, work flexibly and have a “can do” approach.
- Support the office team with general administration jobs, as and when required.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- Carry out any such task as shall be deemed necessary to the smooth running of the Academy

These above-mentioned duties are neither exclusive nor exhaustive, the postholder may be required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

| | |
|------------|--|
| Name: | |
| Signature: | |
| Date: | |

Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications and experience | | |
| Level 2 NVQ in Literacy and Numeracy or GCSE Grade C/4 equivalent | ✓ | |
| Experience of working in an administration role | ✓ | |
| Previous experience of financial procedures | | ✓ |
| Effective research and budgetary skills | ✓ | |
| Previous experience of working in a school, with knowledge of SIMS, education processes and procedures would be highly advantageous | | ✓ |
| Experience and ability to work with a degree of autonomy within agreed boundaries | ✓ | |
| Ability to deal with suppliers on the phone | ✓ | |
| Experience of using Financial Management Systems and accounting packages | ✓ | |
| Full driving licence | | ✓ |
| Knowledge, skills & understanding | | |
| Good working knowledge and experience of using ICT including Microsoft Office, Word, Excel and relevant software | ✓ | |
| An understanding of child protection, Health & Safety and Data Protection Policies | ✓ | |
| Excellent communication (written and verbal) | ✓ | |
| Personal qualities | | |
| Excellent organisation skills and ability to work with a high degree of accuracy, with meticulous attention to detail | ✓ | |
| Initiative and ability to prioritise own work and that of others to meet deadlines | ✓ | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality | ✓ | |
| Ability to work flexibly to meet deadlines, adopt a 'hands on' approach and respond to unplanned situations | ✓ | |
| Ability to work in a team, accept delegated responsibility and delegate as appropriate | ✓ | |
| Ability to follow direction and work in collaboration with the leadership team | ✓ | |
| Ability to evaluate own development needs and those of others and to address them | ✓ | |
| Commitment to the highest standards of child protection and safeguarding | ✓ | |
| Recognition of the importance of personal responsibility for health and safety | ✓ | |
| Understanding the need for confidentiality and data protection | ✓ | |
| Commitment to the Trust's ethos, aims and whole community. | ✓ | |