

# STEP ACADEMY TRUST

## JOB DESCRIPTION

Job Title	STEP Finance & Admin Officer
Grade	5
Responsible to	Head of Finance & Internal Reporting

### Job Purpose

Under the instruction/guidance of senior staff provide financial and administrative support to STEP Academy Trust.

### Key External Contacts

Suppliers, customers and auditors

### Key Internal Contacts

Business Advisors, Central Team Support and Compliance Lead, Management Accountants, Head of Compliance and Finance and Chief Finance & Operations Officer.

### Financial Dimensions

Using financial software.

The following is a list of typical duties, pertaining to the maintenance and inputting of financial data in accordance with written procedures for STEP Academy Trust.

### Administrative and financial support

- Input all purchase invoices and credits, ensuring key control procedures have been adhered to.
- Help oversee, manage and maintain individual Supplier Accounts by liaising with suppliers regarding outstanding invoices and supplier queries.
- Reconcile supplier statements and deal with their queries.
- Assist in the Bank reconciliations, by inputting and reconciling Direct Debit invoices in a timely fashion.
- Reconcile procurement cards and post to relevant control accounts.
- Reviewing and inputting of staff expenses.
- Send weekly invoice analysis report to senior staff for cash flow analysis.
- Assist in the preparation of monthly VAT return as per set deadlines.
- Journal entries and posting entries to the cash book as instructed by senior staff.
- Admin duties i.e. Managing central inboxes, answering the phone, photocopying, scanning, printing.
- Adhere to the company's or organisation's financial policies and procedures.
- Preparing and processing the payment runs as per outlined procedure and identifying payments requiring immediate attention.
- Assisting with audits and other ad hoc financial and administrative duties
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

- Any other duty as required by the line manager commensurate with the post

### **Decision-making and Innovation**

- Constantly reviewing procedures to identify improved ways of working in order to develop our financial systems and processes
- Forward thinking and ability to manage situations when dealing with external contacts
- Ability to identify urgent issues and alerting line manager, if not able to address personally
- Understanding the financial implication of set procedures and ensuring procedures are followed by all, to ensure compliance

### **Supporting Colleagues within the Trust**

- Ability to deputise for the line manager in their absence
- Help to train new staff
- Identify and provide training to existing staff where current procedures are not being adhered to
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

### **Contribute as an effective and collaborative member of the Central Team**

- Participate in training to be able to demonstrate competence;
- Participate in first aid training as required;
- Participate in the ongoing development, implementation and monitoring of the service plans;
- Championing the professional integrity of the Trust;
- Supporting Customer Focus, Best Value and electronic management of processes;
- Actively sharing feedback on Trust policies and interventions

### **Safeguarding commitment**

STEP 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. An enhanced DBS check is required for this post.

### **Personal Development**

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### **Commitment to Equality and anti-racism**

The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### **Commitment to Diversity**

As a member of the Central team to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure

equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

**Green Statement**

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

**Data Protection**

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

**Confidentiality**

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence

**Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: **Finance & Admin Officer**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
NVQ 2 or equivalent qualification or experience in relevant discipline.	X		X		
Experience in academy trust finance, preferably procurement.	X		X	X	
<b>Knowledge &amp; Understanding</b>					
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	X			X	
Appropriate knowledge of first aid.		X		X	
<b>Skills &amp; Abilities</b>					
Excellent numeracy and analytical skills and attention to detail. Good literacy skills.	X				X
Effective use of ICT and other specialist Finance equipment/resources.	X		X	X	
Excellent ICT skills.	X		X		

Ability to relate well to children and adults.		X		X	
Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these.		X		X	
Ability to identify own training and development needs and co-operate with means to address these.	X			X	
Experience of general clerical/administrative/work	X		X		
<b>Personal Skills and Attributes</b>					
Ability to work successfully as a team member establishing effective working relationships and flexible working practices.	X			X	
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	X			X	
Be articulate, able to communicate effectively and accurately in oral	X		X	X	

and written form.					
Physical ability to perform the duties of the post with the support of aids or adaptations as required.	X			X	
Appointments subject to completion of successful enhanced DBS check.	X		X		
Prepared to present a smart and professional appearance.	X			X	