



Success For All Educational Trust (SFAET)

Job Description

POST TITLE: Finance Administrative Assistant

GRADE: Scale 3 Scale Points 5 to 6

HOURS: 35 hours per week/52 weeks per year – Hours and weeks can be negotiated for the right candidate.

ACCOUNTABLE TO: Finance and HR Team Leader

SALARY: Based on 35 hours per week and 52 weeks per year (£21,887-£22,283)

The following provides the overall strategy and remit of the post holder. It is not intended as an exhaustive 'job list', but identifies key role descriptors that the post holder is accountable for. The post holder will work as part of a centralised team that supports all schools within the Success for All Educational Trust. The Trust expects staff to work flexibly and with initiative to support the overall back office functions that provide services to all schools that are part of the Trust, and as such a post holder may be required to carry out tasks as requested by any member of the management team.

Key role Descriptors

The Finance Administrative Assistant is a member of Trust Associate staff, one of a team responsible for making sure that the efficient and effective organisation and administration of Trust processes, procedures and policies delivers the best possible service to all stakeholders.

The Finance Administrative Assistant is often a first point of contact for the Finance Department and will therefore be expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.

Roles and responsibilities

1. To provide an effective and efficient customer service through communication, the provision of services and dealing with and resolving enquiries, problems and complaints
2. To assist the Finance and HR Team Leader and senior management team as and when required.
3. To be responsible for following finance policy and procedures to make orders via the Financial Management System on behalf of all schools within the Trust.
4. To input invoices on to the Financial Database and ensure that budget holders have received goods in order to authorise the invoice for payment.
5. To reconcile income received through online payment systems including ParentPay, SQuid and any other systems as schools join the Trust.
6. To complete monthly reconciliation of print costs for all schools.



7. To make orders using charge cards for appropriate schools and ensure the finance policy is followed to reconcile all expenditure as required by the Finance Operations Manager
8. To receive, record, and process direct credits and direct debits using the relevant financial systems of the Trust.
9. To raise invoices on behalf of the Trust through the Accounts Receivable system and collect debts and payments due by monitoring records, making requests, following up and taking action on responses and identifying, investigating and resolving arrears.
10. To raise journals as required and ensure inter company journals are completed where costs are associated for more than one of the schools within the Trust.
11. To assist with inventory and collection of inventory data for all schools in the Trust.
12. To work in accordance with the values, culture, ethos, and values of the school proactively promoting success for all in the day-to-day operation of the job.
13. To take appropriate action to monitor and maintain a healthy, safe, secure, efficient and effective working environment.
14. To complete Trust based induction and any subsequent training and take part in the performance management system.
15. To support the administration for Lettings to all schools within the Trust.
16. To fulfil any other duties commensurate with the role as directed by any of the management team.
17. To send budget reports monthly to the relevant budget holders.

Notes:

1. SFAET expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in SFAET work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
3. This job profile will be subject to review with the post holder after one year and may then be reviewed from time to time.



Person Specification

Finance Administrative Assistant	Essential	Desirable	Assessed by
Skills and abilities			
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to communicate and interact effectively with all stakeholders using a range of communication methods	✓		Application & interview and Test
Ability to manage the information and data requirements of the Trust	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Ability to competently use a range of IT software packages Ability to work independently and to support the work of the wider team.	✓		Application, interview and Test
Awareness of confidentiality and Data Protection principles	✓		Application & interview
Display initiative and be proactive in problem solving.	✓		Application & interview
Maintain high levels of accuracy and attention to detail	✓		Application & interview



Manage resources efficiently ensuring best value	✓	Application & interview
--	---	-------------------------

Knowledge

An understanding of health, safety and security issues in relation to the role	✓	Application and interview
--	---	---------------------------

Knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓	Application and interview
--	---	---------------------------

Qualifications and experience

Previous experience in computerised finance systems	✓	Application
---	---	-------------

Experience of FMS computerised package	✓	Application
--	---	-------------

Experience in the SIMS computerised packages commonly used in schools	✓	Application
---	---	-------------

Experience of using Parentpay system	✓	Application
--------------------------------------	---	-------------

Willingness and motivation to develop own skills and proficiency	✓	Application & interview
--	---	-------------------------

GCSE at level A – C in English and mathematics (or equivalent)	✓	Application
--	---	-------------