



Finance Administrator

Based at: Totnes St Johns C of E Primary School

Salary Banding: NJC Devon C5 - C7

Reporting to: Transactional Senior Finance Officer

Working closely with: Finance, Business and Education Teams

Purpose

To assist in the provision of an excellent transactional finance service to internal and external stakeholders. The role is based in a busy finance department providing a crucial service to 17 Schools and will cover a wide variety of tasks in the areas of Income, purchasing and cash book.

To work alongside other staff within the Trust to ensure that budget and financial reporting procedures are followed, ensuring internal accountability.

Main Duties

- Efficiently processing of receipts and payments in the cash book
- Proactive and intuitive management of the Finance administration email
- Input purchase orders, check open purchase orders and on-hold items
- Setting up new suppliers and process invoices
- Actively communicating with suppliers ensuring that information is accurate and secure
- Maintaining the accuracy of supplier details
- Investigating purchase ledger queries
- Preparation of sales invoices and chasing outstanding payments due
- Monitor and review un-reconciled items on an ongoing basis
- Undertake monthly bank and supplier statement reconciliations
- Support the month-end and close down procedures, as required
- Support with the preparation of year-end files
- Support with all audits (Internal and external), providing relevant documentation where necessary
- Support with the processing of journals
- To respond to requests for information regarding the finance provision of the Trust
- To undertake filing, photocopying, collation of information and general clerical work on behalf of the finance team
- Assisting with ad hoc queries as required, commensurate with the level of the job

Expectations

- As appropriate the post holder's duties must be carried out in compliance with the following:
 - Trust Policies
 - Trust Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To work flexibly as required and to undertake any additional hours to meet the needs of the business.
- To maintain confidentiality of the Trust's affairs.
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions.
- To work at all times within the Code of Conduct, GDPR and the Trust Safeguarding Policy.
- To maintain the company values and ethos at all times.
- To be an ambassador of the Trust when dealing with external stakeholders.
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Person Specification

The Finance Administrator will play an important role in the delivery of an efficient and accurate purchase, sales and cashbook ledger process. Your knowledge and experience enable you to become an integral member of a high performing finance team to deliver an excellent service to internal and external stakeholders. We are looking for someone who is passionate about making a difference and who can demonstrate the following skills and experience outlined below:

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Accountancy/AAT level or other equivalent qualification
Experience	<ul style="list-style-type: none"> At least 2 years bookkeeping experience (e.g. processing and reconciliations) Good IT skills, including proficiency in Excel, word and PowerPoint Use of Accounting Software Systems 	<ul style="list-style-type: none"> Experience of working in an education setting Proficiency in IRIS PS Financials
Knowledge & Skills	<ul style="list-style-type: none"> Excellent analytical skills, including the ability to analyse data and use the analysis to monitor and support activities to promote solutions Attention to detail Ability to work to tight deadlines demonstrating strong organisational skills Strong verbal and non-verbal communication skills Knowledge of purchase and cashbook ledger procedures and controls (e.g. reconciliations) Strong interpersonal skills and a committed team player able to make a positive contribution 	<ul style="list-style-type: none"> New process development and implementations
Personal Competencies	<ul style="list-style-type: none"> A solutions finder; not one to give up at the first barrier but able to think creatively to identify and implement business opportunities Resilient; capable of maintaining motivation and focus despite set backs Financially literate and socially motivated; not “in it for themselves” but still highly skilled in shaping solutions to best fit the objectives, values and vision of the organisation Commitment, organisation and discipline Empathetic; seeing the other side of the story and yet also holding people to account 	