

Role	Grade	Reports to
Finance Administrator	5	Finance Manager

Main purpose of the job:

To carry out finance transactional processing in line with the Trust financial regulations and procedures, ensuring accuracy, compliance and best practice.

Key relationships:

The postholder will be part of the central finance team, working closely with the Finance Manager and Senior Finance Officer.

Main accountabilities:

Expenditure

- Processing Purchase Orders ensuring they are processed in line with the Trust's Scheme of Financial Delegation and financial procedures
- Matching invoices to Purchase Orders, investigating any discrepancies and taking follow up action as necessary
- Posting invoices to PSF in preparation for payment, ensuring they have been appropriately matched to a PO and/or approved in line with the Scheme of Financial Delegation for non-PO invoices
- Preparing BACS runs, ensuring all invoices presented for payment have been appropriately approved and supplier details checked
- Processing of procurement card orders, ensuring transactions are adequately supported and have been processed in line with Trust procedures
- Reviewing the banking transactions, ensuring all Direct Debits have been captured and posted to the system
- Posting petty cash payments to the system, as directed by the Finance Business Partners
- Adding new suppliers and making amendments to supplier standing data in line with Trust's financial procedures

Income

- Raising sales invoices, ensuring they are adequately supported and the correct VAT treatment is applied
- Posting other income such as pupil payments to PSF

Other regular financial activities

- Carrying out month end processes in line with the Trust's financial reporting timetable
- Reviewing the commitments report, register and Trial Balance in order to prepare the monthly accruals and prepayments adjustments for the Finance Business Partners

General

- To take responsibility for ensuring all of the Trust's financial regulations and procedures are complied with
- Ensure accurate accounting records are kept for all transactions
- To support the Senior Finance Officer and Finance Manager with other projects and activities as required

Prospere Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Work with the Finance Manager to develop and maintain effective financial administration systems in order to provide an efficient and effective support service to all budget holders.

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Working towards AAT or other recognised accountancy qualification	Desirable	Application
Knowledge and Experience		
Proficiency in Microsoft applications, including Outlook, Word and Excel	Essential	Application, Interview
Experience of carrying out core transactional finance activities in both purchase and sales ledger	Essential	Application, Interview
Experience and understanding of journal entries	Desirable	Application, Interview
Experience of a finance administration role in a school environment	Desirable	Application, Interview
Behaviours and Values		
Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities	Essential	Interview
Demonstrates attention to detail and a commitment to carrying out activities with diligence and accuracy	Essential	Interview
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.