



JOB DESCRIPTION

Job title: Finance Administrator
Grade: B3
Reporting to: Finance Manager

Job Purpose:

To provide efficient and effective financial and administrative support to the Trust. To process accounts payable and accounts receivable in a timely manner, including liaison with internal and external partners and suppliers. To maintain financial records ensuring rigor and accuracy in line with the GORSE Financial Procedures.

Key Responsibilities:

- To be responsible to the Finance Officer from whom they will receive formal supervision and who will allocate work as necessary.
- Work within established procedures and guidelines and to prioritise day-to-day work.
- Use IT applications and databases effectively to undertake administrative tasks, and to input and retrieve data using computerised systems including Sage Intacct, ParentPay, Microsoft Word and Excel.
- Administer all financial transactions accurately and efficiently, including processing of purchase orders, income, Multipay card, debit card and petty cash accounts, and the timely payment of invoices.
- Responsible for the safe keeping of all financial records, including remittances, payment information, cash and receipts.
- Regular and efficient filing of financial paperwork
- Collate and prepare information from a variety of sources including basic reports relating to finance.
- Assist with the month end and year end processes.
- Manage the handling of monies, ensuring accuracy in documentation in all matters including that of banking.
- Administer the supplier and customer details system, ensuring that new suppliers are set up with verified bank details and that existing supplier details are updated in conjunction with trust policy.
- Provide a comprehensive administration service e.g. record and circulate messages to other members of staff, diary management, photocopying, filing, scanning, faxing, emailing, complete routine forms, sort and distribute mail, ensuring administrative supplies are kept well stocked.
- Support the wider finance teams as required and undertake any other duties as reasonably directed including providing cover in the absence of academy Finance Administrators where necessary.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.

GORSE

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	
• Minimum of GCSE English and Mathematics Grade C/4, or equivalent.	E
• AAT Level 3/2.	D
Knowledge and Skills	
• Excellent literacy and numeracy skills.	E
• Computer literate and competent in using Microsoft Office packages.	E
• Excellent interpersonal and organisational skills.	E
• Professional telephone manner, smart appearance.	E
• Knowledge of and the ability to use routine office equipment, e.g. photocopier, scanner, shredding machine.	E
• Flexible approach and ability to work on own initiative as well as part of a busy team .	E
• Knowledge of the requirements for managing public funds.	D
• Knowledge of academy or school finances.	D
Experience	
• Experience using Microsoft Office products, including Word, Excel, and complex databases.	E
• Experience of working in a school or academy setting.	D
• Experience of using Sage Intacct, or other financial system.	D
Personal Qualities	
• Ability to work under pressure.	E
• Co-operative, willing, reliable and trustworthy.	E
• Ability to work alone and part of a team Friendly, calm, disposition.	E
Continuous Professional Development	
• Evidence of commitment to own personal and professional development, being prepared to undertake training relevant to the post.	E
Other Conditions	
• Enhanced DBS Clearance.	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.