

Finance & Administration Officer

Full time, full Year

Grade 3

Purpose of Post

To carry out effective financial procedures including purchase ledger, sales ledger, bank reconciliations and general administration for the Cranmer Education Trust central functions, including the teacher training and development organisations.

Key Tasks:

Purchase Ledger

1. To efficiently process purchase orders following trust procedures using the finance system (Financials Live).
2. To process purchases using a charge card following trust procedures.
3. To maintain a list of preferred service providers and contracts.
4. Take receipt of deliveries and maintain effective delivery and receipt records and oversee distribution of purchases.
5. To ensure that the paying of invoices is carried out as required by financial regulations and within trust procedures and authorised signatories.
6. To prepare payments to suppliers through the BACs system.
7. To assist in budgetary control and expenditure investigation.
8. To monitor statements received from suppliers and investigate queries accordingly.

Sales Ledger

1. To efficiently produce invoices.
2. To follow procedures for chasing debtors.
3. Work with the team to identify efficient methods of working, managing customer and sales databases.

Banking and Associated Reports

1. To carry out bank reconciliations using the finance system.
2. To ensure that any monies received are banked on a timely basis and relevant parties informed.

Administration

1. To carry out basic reports under direction, including to word process documents.
2. To organise the efficient filing of records.
3. To deal with internal and external queries, including personal, telephone or postal requests.
4. To assist with clerical, administrative tasks, if required, working as part of a team with other colleagues based within the Cranmer Trust central office.

Standard Duties

1. To understand the importance of inclusion, equality, and diversity, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the trust.
3. To implement and uphold the policies, procedures, and codes of practice of the trust, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying, and safeguarding and to maintain high standards in your own attendance and punctuality.
4. To take a pro-active approach to health and safety, working with others to minimise and mitigate potential hazards and risks, and actively contribute to security, e.g., challenging a stranger on the premises.
5. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own performance, sharing skills and expertise with others as required.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

The job description is current at the date shown, but, in consultation with the post-holder, it may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Finance & Administration Officer Person Specification	Essential/ Desirable	Application Interview
Qualifications		
Relevant financial or administrative office experience	E	A
Maths and English at GCSE or equivalent	E	A
Experience		
Experience of using computerised packages for financial administration, specifically trained to standard user level in Microsoft excel functions	E	A/I
Experience of working in an accounts or procurement function	D	A
Experience of producing information clearly in a way that can be understood by others	E	A/I
Experience of reviewing data for errors and discrepancies	E	A/I
Experience of undertaking administration/clerical tasks	E	A/I
Experience of team-working to work effectively with others and meet deadlines and	E	A/I
Experience of working in an academy, professional development and training organisation, or other educational setting	D	A
Skills and Abilities		
Excellent communication skills delivering professional, polite, courteous, and efficient customer service	E	A/I
Ability to interpret information to solve problems and make recommendations for	E	A/I
Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve re-prioritising own work (and that of the team if necessary)	E	A/I
Ability to be methodical and thorough to ensure work is accurate.	E	A/I
Initiative to respond to unexpected problems, using recognised policies and procedures as a guide.	E	A/I
Knowledge		
Knowledge of relevant financial best practice and legal requirements appropriate to the role, including VAT, tax, auditing, and credit control.	D	A/I
Understanding of the financial framework and regulations that an academy trust is required to operate in.	D	A/I
Understanding of why safeguarding is important when working in an organisation with children and young people.	E	A/I

Job Description & Person Specification

Knowledge of financial procedures associated with being an academy, a charity, and the associated accounting frameworks.	D	A/I
<i>Work circumstances</i>		
Able to work flexibly as the workload demands	E	A/I

A: Application

I: Interview

LO: Lesson Observation

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview.