



# **Finance Processor**

Job Description and Person Specification

# Job Description

<b>Job Title:</b>	Finance Processor
<b>Name:</b>	
<b>Location:</b>	Shared Services Finance Team
<b>Responsible to:</b>	Chief Financial Officer & Management Account
<b>Grade/Salary:</b>	F4 – F6
<b>Hours:</b>	37 hours
<b>Direct Supervisory Responsibility for:</b>	n/a
<b>Indirect Supervisory Responsibility for:</b>	n/a
<b>Important Functional Relationships:</b>	<p>Internal: Finance Team, Shared Services Central Team, Academy Admin Teams, Academy Leadership Teams, Teaching and non-teaching staff</p> <p>External: Other Schools, Colleges and Academy Trusts, Suppliers of goods and services</p>

## Job Purpose

- To provide financial administration for the Trust and its constituent academies.

## Duties and Responsibilities

### Finance related duties

1. To operate the Trust's computerised accounting system (IRIS Financials) under the direction of the CFO and Management Accountant including such activities as processing orders and invoices for goods and services, inputting payments and receipts to the Trust's bank account.
2. To familiarise and adhere to the regulations as outlined in the Trust's Financial Procedures Manual, in all aspects of finance processing.
3. To ensure appropriate security arrangements and authorisation for the processing of all purchase orders, supplier invoices, staff expenses, business card transactions and BACS payments.
4. To process and dispatch authorised orders following the input of requisitions by nominated school and Shared Services Central Team staff members on the Trust's accounting system in accordance with priorities and deadlines and to follow procurement guidelines within the Trust's Financial Procedures Manual, adhering to appropriate authorisations and delegations and ensuring Value for Money is achieved.
5. To ensure that nominated school and Shared Services Central Team staff members record goods received on the Trust's accounting system before the processing of purchase order invoices.
6. To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries, discrepancies, and payment as requested.
7. To minimise any instances of Fraud, by adherence to the Trust's Anti-Fraud / Gifts and Hospitality policies and online phishing scams.
8. To enter details of all authorised invoices for payment on the Trust's computerised accounting system and produce weekly BACS payments to ensure all invoices are paid prior to due dates.

9. To process payments made using the Trust's Corporate Credit Cards, ensuring all transactions are appropriately authorised and supported by invoices/receipts.
10. To check and process staff expense claims for accuracy and legitimacy, obtaining signature of authorisation from the Headteacher or another authorised signatory.
11. To monitor and account for Direct Debits as appropriate.
12. To ensure appropriate procedures and systems are adhered to for the raising of sales invoices, to include monitoring of debtors and pursuing outstanding debts on an ongoing and timely basis.
13. To create and process Sales Invoices, including invoicing lettings at the beginning of every term.
14. To receipt cash and bank receipts, including downloading of information from PlusPay and the processing thereof.
15. To check and manage control accounts (e.g. Purchase and Sales Ledgers), correcting as necessary, using the Monthly Tick List.
16. To check and manage outstanding Purchase Requisitions, Purchase Orders and Goods Received Notes, correcting as necessary, using the Monthly Tick List.
17. To ensure accurate income and expenditure coding for budget monitoring, Consistent Financial Reporting, Internal and External Benchmarking, DfE returns and the Annual Accounts.
18. To support the CFO and Management Accountant in the production of regular reports regarding academy and Trust financial status for Academy Leaders, Trust Leaders, and Trustees by processing income and expenditure on a timely basis.
19. To provide regular monthly Budget Holder reports for academies as requested by Budget Holders/Academy Leaders.
20. To monitor each school's spending on an ongoing basis and to liaise with the School Administrator, Management Accountant and the CFO to ensure ongoing awareness and control of individual subject budgets.
21. To deal with internal and external financial queries in the absence of the CFO and Management Accountant and maintain good lines of communication.
22. To assist in maintaining accurate records for audit and prepare for audit visits.
23. To undertake other duties commensurate with the post as requested by the Management Accountant and CFO.

#### General

24. To be aware of, and adhere to, applicable rules, regulations, legislation and procedures e.g. the DfE Academies Trust Handbook, the Trust's Financial Procedures Manual and Trust policies and regulations.
25. To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff and other information of a sensitive or confidential nature, undertaking annual GDPR training as a requisite.
26. To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
27. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
28. To maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
29. The post holder is responsible for his/her own self-development on a continuous basis.

30. To undertake other duties appropriate to the grading of the post as required.

In addition, the following 'Code of Conduct' areas:

31. Operate at all times within the stated policies and practices of our Trust.
32. Aim for the agreed vision of our Trust.
33. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
34. Take responsibility for 'safeguarding' our children.
35. Create a stimulating, lively environment for our children within which they feel safe, happy and secure.
36. Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of our Trust.
37. Take responsibility for their own training, development and duties in relation to Trust policies and practices.
38. Liaise effectively with colleagues and external agencies.

Wellbeing

- Kernow Learning Trustees expect all staff to promote a culture of wellbeing. They are committed to the integration of its Wellbeing Strategy in all work activities, policies and practices, so that a positive environment can be created that is compatible with promoting staff engagement, performance and achievement.

**Post holder:**

**Signed by post holder as correct:**

**Date:**

**Signed by Line Manager:**

**Date:**

# Person Specification

**Job Title:**

Finance Processor

**September 2025**

	Essential	Desirable	Evidenced in
<b>Education and Qualifications</b>			
Minimum of Level 2 qualification in English and Mathematics	✓		Application Interview
Evidence of continuous professional development	✓		Application Interview
A recognised qualification in financial management or equivalent		✓	Application Interview
<b>Experience</b>			
Experience of budget monitoring and account reconciliation		✓	Application Interview References
Experience of undertaking a range of clerical and administrative duties, including data input and retrieval	✓		Application Interview References
<b>Knowledge and Skills</b>			
Knowledge of the financial workings of an academy/school		✓	Application Interview References
Knowledge of budget management and accounting techniques		✓	Application Interview References
Knowledge of, or willingness to learn, a range of computer applications including financial management systems	✓		Application Interview
Demonstrably professional, honest and loyal	✓		Application Interview References
Ability to make and justify difficult decisions	✓	✓	Application Interview
Commitment to our pupils and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Able to build and maintain successful and purposeful relationships	✓		Application Interview
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas			Application Interview
Willingness to participate in further training and developmental opportunities offered by the academy and the Academy Trust, to further knowledge and understanding	✓		Application Interview
Bring personal interests and enthusiasms to the academy community		✓	Application Interview
Ability to write reports, keep accurate records and communicate effectively	✓		Application Interview References
Effective organisational skills	✓		Application Interview References
Ability to work well with a range of audiences, including parents/carers and other professionals	✓		Application Interview References
Ability to assist with the production of accurate records and reports as required	✓		Application Interview References
Ability to identify work priorities and manage own	✓		Application

workload to meet deadlines whilst ensuring that lower priority work is kept up to date			Interview References
Ability to use clear language to communicate information unambiguously	✓		Application Interview
Excellent literacy, numeracy and IT skills	✓		Application Interview
Ability to show sensitivity and objectivity in dealing with confidential issues	✓		Application Interview References
Understand procedures and legislation relating to confidentiality	✓		Application Interview References
<b>Personal Attributes</b>			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Ability to prioritise workloads	✓		Application Interview References
Ability to work effectively and supportively within the academy team	✓		Application Interview References
Excellent communication and organisational skills (including written, and oral skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview References