



## Job Description & Person Specification

### SENIOR FINANCE AND ADMINISTRATION OFFICER

Grade 5 SCP 18 - 23, £29,269 to £32,076 per annum (Pay award pending)

Full-time, 36 hours 40 minutes per week (including an element of flexible working)

Full Year

Fixed Term Contract for 1 year (initially due to secondment of post holder)

#### Job Purpose

1. Under the direction of the Business & Finance Manager, carry out effective administration, control and monitoring of school financial processes.
2. Actively support the administration of whole school events and general school operation.

#### Key Tasks

##### Finance

1. Work within the constraints and guidance of the DfE Academies Handbook and the trust's Finance Manual and policies.
2. Work with the Business & Finance Manager in the preparation of the school's annual budget.
3. Ensure that there is adequate budgetary control, using financial management and other systems.
4. Maintain strong communication with budget holders so that individual budgets are well controlled, spend is thoughtfully planned and value for money achieved.
5. Process orders and reconcile deliveries and invoices.
6. Assist in relevant procurement for supplies and goods.
7. Carry out bank reconciliations in a timely fashion.
8. Monitor budgets and deliver month and year end operation in accordance with trust deadlines.
9. Manage the school's donations and private fund accounts.
10. Support annual audits of financial accounts.
11. Oversee cash in school, ensuring it is correctly controlled, banked and transferred as appropriate.
12. Oversee the financial aspects of school trips.
13. Support the Business & Finance Manager with the monthly payroll checks.
14. Prepare accurate reports on financial matters.
15. Work with families to ensure due payments, such as catering and school trips, are up to date and provide workable solutions to debt collection.
16. Actively seek opportunities for continual improvement of systems and processes.

##### Administration

17. Deliver an efficient administration service as part of the main business support team of the school.
18. Provide administrative support, particularly, but not restricted to, school events and hospitality.



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19. Under the guidance of the Business & Finance Manager, support the administration of estates work, including office moves, site development and procurement.
20. Carry out financial control and administration of the staff welfare account.
21. Offer support to business support colleagues as necessary to engender team spirit and to help with peak times.

### Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the Cranmer Education Trust and the school.
3. To implement and uphold the policies, procedures and codes of practice of the trust and school, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection 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 in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, for example 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 and team performance, and that of the schools, 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.

### Responsible to:

Business & Finance Manager

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



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Senior Finance & Administration Officer Person Specification	Essential / Desirable	Application Interview Test
<b>Qualifications</b>		
AAT or equivalent, or relevant professional experience	E	A/I
Excellent literacy and numeracy skills	E	A/I/T
Attainment of, or working towards, a professional accountancy qualification	D	A/I
<b>Experience</b>		
Financial management, budgeting and reconciliation	E	A/I
Practical application of Microsoft Excel and other Microsoft products	E	A/I/T
School specific school financial software packages	D	A/I/T
Experience of working in an educational setting	D	A
<b>Skills and Abilities</b>		
Excellent planning, administrative and organisational skills	E	A/I
Excellent analytical skills, attention to detail and a practical approach to problem solving	E	A/I
Ability to produce accurate and precise workings with speed	E	A/I
Ability to work to agreed priorities, meet deadlines, deal with conflicting demands and deliver accurate results on time	E	A/I
Communicate in an open and honest manner with people at all levels	E	A/I
Ability to give and receive clear instructions both written and verbal	E	A/I
Understanding and ability to manage multiple budgets	E	A/I
Ability to evaluate, assess and formulate improvements to working practices	E	A/I
<b>Knowledge</b>		
Working knowledge of financial management and accounting systems and the principles of management accounting	E	A/I
Knowledge of payroll and school specific pay, terms and conditions	D	A/I/T
Knowledge of academy financial controls	D	A/I/T
Ability to manage and unpick complex problems	E	A/I/T
<b>Work circumstances</b>		
To work with confidential information where discretion is paramount.	E	A/I
Can work under pressure and respond quickly and accurately to diverse demands	E	A/I



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Displays excellent team spirit and supports others as necessary	E	A/I
Can organise workload and re-prioritise in line with business demand/need	E	A/I
A commitment to safeguarding and promoting the welfare of children and young people	E	A/I
A commitment to equal opportunities	E	A/I

A = Application

I = Interview

T = Test

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