

Job Description

JOB TITLE	Finance Administrator
JOB FAMILY	Thinking Solutions for Education
SALARY	£20,000 - £23,000
REPORTING TO	Finance Manager
RESPONSIBLE FOR	Not Applicable

Job Purpose

- The post holder will undertake responsibilities as a member of the Central Finance team to provide efficient and effective financial support required to meet the Trust's core financial responsibilities. They will be responsible for ensuring the day to day processes are managed in an accurate and timely manner.
- The duties set out in the job description are common to all elements of financial administration and to ensure familiarity with all aspects you will be directed to rotate through the different areas as part of your duties.

Duties and Responsibilities

Financial Management

- To provide high quality financial administrative support to TSFE's Central Finance Team under the direction of the Finance Manager.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Input standard information into client financial systems in accordance with financial procedures,
- Process purchase orders for appropriate equipment and materials accurately with agreed authorisation and timescales and submit to suppliers/budget holders.
- Process goods received notes on client finance systems against appropriate orders, checking for accuracy against quantity delivered and liaising with members of the school office team to confirm goods receipt or resolve any discrepancies.
- Open post, stamp, date and distribute accordingly whilst bringing to the attention of the Finance Manager any items of importance.
- Process invoices within the terms stated by the supplier. Ensuring the invoices are checked against purchase order and goods received notes, ensuring appropriate authorisation and payment in accordance with the agreed procedures and timescales.

- Deal with queries from suppliers, customers, Academies and other parties as necessary, in a professional and efficient manner.
- Prepare paylists for authorisation to process payments by BACS (or cheque in extreme circumstances) following the correct authorisation process.
- Raise sales invoices as required, including but not limited to all lettings invoices.
- Send remittance advice, sales receipts and other necessary communications to suppliers/customers in a timely manner.
- Maintain a detailed record of all non-invoiced income and expenditure, including grants and school trip money using finance software.
- Receipt monies brought into the finance department and process for weekly banking.
- Assist with weekly banking of all monies.
- Process petty cash payments and keep appropriate records.
- Process credit card purchases and payments
- Provide financial administration for lettings and account for all monies received.
- Maintain filing of financial information including scanning of invoices and associated documents and attaching to transactions within the finance software.

Other Duties

- Contribute to TSFE's culture and development by:
 - Ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
 - Attend finance meetings where requested;
 - Supporting the Finance Manager in their plans to rotate duties to ensure each member of the team is able to undertake any duties and that delegation of duties is clearly implemented.
- Share good financial practice across TSFE and clients;
- Take responsibility for your own well-being;
- Participate in appropriate induction programmes to support new staff into finance and provide excellent support for those members of staff who are new to a Trust/Academy environment.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users

- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role
- Take part in the appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside TSFE
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with clients and the wider community
- Respect individual differences and cultural diversity

The Trust

- The ethos of TSFE is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of TSFE to share good practice, resources and ideas and realise TSFE’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at the Chatham TSAT Hub. However, you may be asked to work at any of the other Hubs within the Thinking Schools Academy Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSFE customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- Thinking Solutions for Education is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust/ Thinking Solutions for Education. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- Thinking Solutions for Education/ The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Finance Administrator:

Name:

Signed:

Date:

Person Specification
Finance Administrator

Requirement	Essential or Desirable?
General Requirements	
Good general education	Essential
Good ICT skill	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential

Flexible and adaptable	Essential
Post Specific Requirements	
Accounting qualification (minimum Technician level)	Desirable
1 years working knowledge working within Academies	Desirable
Good working knowledge of spread sheet IT packages	Essential
Experience in financial management	Essential