

**OUR COMMUNITY MULTI ACADEMY TRUST**  
**Central Admin Officer (Finance) Job Description**

**Post Title:** Admin Officer - Finance

**Salary:** KR5/6

**Hours:** Full Time: 37 hours per week; all year

**Responsible to:** Chief Financial Officer

**Main purpose of the job**

- To provide financial services and support to the MAT as part of a centralised financial function, directing the work of the central finance administrators.
- Responsible for ensuring the operational financial management systems are always kept up to date and for the preparation of month end financial procedures.
- To support with promoting best practice and ensuring compliance with the financial processes and procedures for 10 primary schools across the Trust

**Operational Responsibilities**

- To support the Chief Financial Officer as directed
- To assist the Chief Financial Officer and Trust Accounts Manager with budgeting and end of year reporting
- Responsible for the accurate data entry onto the MAT finance system (currently SIMS Finance) for each school in the MAT, managing the work of the central finance administrators:
  - To receive, review and collate all invoices along with delivery notes, relevant purchase order ready for entry, ensuring prior authorisation of budget holder has been obtained from each location.
  - Assisting staff with queries about suppliers and prices, as and when required
  - To ensure best value is achieved for every purchase made, procuring deals for the MAT where appropriate.
  - Ensure timely payment of invoices is made within the terms of the invoice.
  - Charge card authorised expenditure is entered and reconciled to monthly statements.
  - Central finance inbox ensuring timely response to all queries and forwarding accordingly.
- Ensure direct debits/income are accurately entered and take responsibility to journal corrections to coding errors as necessary.
- Ensure BACS payment files are prepared for processing and uploading on to the secure commercial online banking system, checking and approving in line with segregation of duties.
- To check invoices to be added to the asset register for items over agreed value and update the relevant finance system with accurate details accordingly in line with the financial regulations.

- Ensure timely banking is taking place within the schools where appropriate, communicating regularly with each location and entering income on to the finance system
- To maintain accurate records of accounts ensuring effective financial controls are exercised with approved authorisation as per the Financial Regulations
- To prepare the VAT return attaching with supporting documentation for submission to HMRC
- To complete monthly reconciliations including income, bank, charge card, VAT as well as creditors and debtors
- To complete monthly salary reconciliation to reports provided by the Payroll Provider and reconciling to the Direct Debit total. Check salary variations for each location
- To undertake accurate filing of all financial records in a timely and organised manor, ensuring easy access for Auditors and Finance Staff.
- To assist with the annual external audit and internal audit and answer any queries the auditors may have
- To support School Offices with finance system enquires and provide training where required and maintain regular and supportive communication regarding financial matters
- To abide by the Academy Financial Regulations and Academies Financial Handbook

**General**

- To be responsible for safeguarding and promoting the welfare of children and young people for whom the post holder is responsible or comes into contact with
- To assist staff with their enquiries and deal with routine telephone calls as required
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- To deal with all finance related correspondence promptly as required
- To ensure that all MAT policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the MAT's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the MAT's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the MAT.
- To participate in the performance management structure of the MAT as directed.

The duties above are neither exclusive or exhaustive and the post holder may be required by the CEO, to carry out appropriate duties within the context of the job, skills and grade at any site within the MAT.

Date ..... Signed .....(Post holder)

Date ..... Signed .....(Line Manager)