## Job Description

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| Job Title: | Finance and Administration Assistant (Maternity) |
| Reference: | X00176M |
| Reports to: | Finance Manager |
| Responsible for: | No line management |
| Salary range: | Academy Band D £19,723 |
| Contract: | Full time, all year round, fixed term contract |

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| Main purpose of the role: | The Finance and Administration Assistant supports the Finance Manager and HR and Administration Manager with the efficient running of the Finance and Admin office, providing support for procurement activities alongside planning of events and trips, management of fixed assets and general office administration. | |
| Main duties: | 1. The efficient and proactive running of all operations within the Finance and Administration office. 2. The Purchasing of Goods & Services for the Academy, ensuring compliance with purchasing policies and procedures and value for money is achieved in all transactions. 3. Support for the organisation and smooth running of Academy events and trips. 4. Assist with the management of fixed assets. 5. Providing monthly departmental budget reports to the Finance Manager within 5 days of month end. 6. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Finance Manager, HR and Administration Manager or Director Finance and Operations. 7. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
| Procurement and Financial Reporting | The post holder will be expected to:   * Assist with all daily and monthly procedures and transaction processing in connection with the Finance system. Ensuring that all ledgers are kept up to date, control accounts reconciled and period end accounts produced in line with the month-end timetable. * Take a lead role in creditor management. Paying all creditors when due and resolving supplier issues. Ensure that all payments to creditors are paid by the due date, when supporting invoices and other documentation are fully authorised. * Regularly review aged creditors listing investigating any overdue balances and explain any debit balances. Reconcile any aged creditors to the control account. * Take responsibility for the checking-in of goods delivered to the Academy, ensuring that what is delivered matches what was ordered, arrange delivery to users by the Premises staff, and keep securely accounted for general items used throughout the Academy. * Oversee and manage the Purchasing of Goods & Services. Operate the Finance system and any purchases of supplies made outside the system. Ensure all orders released to suppliers are in accordance with the Academy’s “Purchasing Policy” and “Scheme of Delegation” policies. * Help Budget Managers understand their budget, commitment and available spend position. Work with budget holders using the Academy finance system purchasing and budgeting modules to ensure that it is an efficient labour saving tool. * Oversee the management of the Academy stationary stock. * Prepare the Academy monthly VAT reclaim, reconciling to the general ledger prior to submitting to the Director of Finance and Operations. * Review purchase invoices for any prepayments, reconciling to the prepayment control account on a monthly basis. * Support the Finance Manager in the maintenance of the contracts and leases database, advising of renewal dates and ensuring value for money in procurement agreements. | |
| Events and Trip Management | The post holder will be expected to:   * Take a leading role in providing administration of Academy events, completion of mass mailings, and other administrative tasks, as they arise, either planned or ad hoc, as directed by the HR & Administration Manager or Director of Finance & Operations. * Be proactive in assisting and organising all Academy events, including those such as parent’s evenings and the annual Academy carol service; this includes emailing out letters and setting up Parents evening system. Liaising with year leaders, the Director of Finance and Operations and/or the Principal with regards to the organisation required. | |
| Fixed Assets | The post holder will be expected to:   * Assist with the management of the Academy fixed assets, undertaking fixed asset tagging, entering assets onto the Fixed asset register, monitoring the location of assets and reconciling the fixed asset register to the Finance system. | |
| Office Administration | The post holder will be expected to:   * Work collaboratively in managing the Finance and Admin inbox and Admin helpdesk, ensuring a prompt and efficient response to all enquiries. * Action reprographics requests as needed, undertaking the completion and return of bulk copying tasks for other members of staff. Remain up to date in knowing how to use the reprographics equipment and its regular maintenance routines. | |
|  | **Essential** | **Desirable** |
| Qualification | * Hold GCSE English & English at Grade C or equivalent * Evidence of Continuing Professional Development relevant to the role. |  |
| Experience | * Experience of working in an office administration or financial | * Proven strong, effective people management skills. * Experience working in school financial management |
| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. * Demonstrable ability to communicate effectively in both oral and written form. * Creative and innovative. * Data and IT literate with good IT skills. * Demonstrate influencing and negotiation skills. * Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. | |
| Qualities | * Able to confidently liaise with senior colleagues including in formal settings. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. | |