



**RESPONSIBLE TO:** Finance & HR Manager

**VISION AND PURPOSE:** To ensure the smooth running of the schools Finance administration on a day-to-day basis

### KEY RESPONSIBILITIES:

#### Financial Processing

- Review and process supplier invoices.
- Deal with queries from Academy colleagues, parents and students in person and via telephone/email.
- Raise & send purchase orders to suppliers.
- Collect money from students/parents in cash or via the online payment system.
- Prepare banking of cash and cheques.
- Enter income onto the accounts program.
- To ensure income from non-student/carer sources is invoiced and received within the terms of academy business, including credit control activities (E.g. EFA, LA, NOA, NEACO, CNSA etc)
- To assist the Finance Officer in the costing, management and completion of all School Trip-related projects.
- Provide regular sales/income reports to trip leaders & other appropriate colleagues.
- Book CPD courses ensuring appropriate authorisation has been obtained and make any travel arrangements.
- Make purchases using the academy credit card ensuring VAT invoices are received.
- To assist the Finance Officer with Invoicing for music tuition.
- Chase overdue customer invoices using the bad debt policy.
- Ensure finance paperwork is promptly and correctly filed.
- Assist the Finance & HR Manager with end of month procedures by ensuring deadlines are met.
- Maintain adequate records for audit and compliance requirements.
- Undertake a level 3 Business Administration apprenticeship

### GENERAL INFORMATION:

- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- Post holders must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the time of appointment only and may be reviewed in negotiation with the employee in the future.*

## CONTEXT

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

***The applicant will be required to safeguard and promote  
the welfare of children and young people***

## PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

**A: Application Form**

**B: Interview**

**C: References**

CRITERIA	Requirement	Assessment
<b>Qualifications</b>		
5 GCSEs (A* to C) including English and Maths or equivalent Level 2	Essential	A
Willingness to undertake a level 3 Business Administration apprenticeship <a href="#">Business administrator / Institute for Apprenticeships and Technical Education</a>	Essential	A
<b>Experience</b>		
Experience of working in a finance/ HR environment	Essential	A
Experience of working in an educational setting	Desirable	A
Knowledge of school administration & management systems	Desirable	A
<b>Skills</b>		
Good numeracy, literacy and ICT skills	Essential	A C
Able to build effective relationships with external agencies	Essential	A B C
Able to build effective relationships with colleagues	Essential	B C
Able to work independently and without direct supervision	Essential	A B C
Able to take direction from different people, and effectively prioritise and manage workload to meet deadlines	Essential	A B C
Able to work constructively as part of a team, with the ability to co-ordinate the work of others	Essential	A B C
Able to implement the Academy's Safeguarding, Equal Opportunities and Behaviour Management policies	Essential	B
Specialist financial knowledge and understanding of financial regulations	Desirable	A B
<b>Personal Characteristics</b>		
Reflective and solution focused	Essential	B
Calm under pressure	Essential	B
Creative and innovative	Essential	B
Accurate with attention to detail	Essential	A B
Desire to respond to the needs of CNS with flexibility, commitment and determination	Essential	C
<b>Other Requirements</b>		
Undertake the Academy's Induction Programme	Essential	B
Participate in development and training opportunities	Essential	B
Be able to carry out all duties to a high standard	Essential	A B