

## Job Description

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| <b>Job Title:</b>  | <b>BILTT Senior Finance Administrator</b> |
| <b>Responsible to:</b>   | <b>BILTT Finance Manager</b>              |
| <b>Pay range</b>   | <b>4AS points 14 - 19</b>                 |
| <p><b>Core Purpose</b><br/>To provide effective support to the Finance Manager in the operation of all financial systems, including participation in the general day to day operation of the finance function of the Trust and completion of core month-end processes.</p> |   |

## Financial

In line with the BILTT Finance Manual the Senior Finance Assistant will, for all schools:

- Responsible for ensuring all financial documentation such as orders and invoices are processed in accordance with BILTT and ESFA financial regulations and in line with the Trusts financial accounting principles and structures.
- Prepare and code invoices, income and receipts in line with BILTT Trust chart of accounts and approved budgets and ensure that financial processes have been strictly applied and that relevant approvals have been obtained.
- Complete core month-end processes: core balance sheet reconciliations, including bank accounts/reconciliations and petty cash reconciliations, control accounts reconciliation, Prepayments and Accruals, checking/completing the VAT / VAT 126 return etc.
- Ensure effective financial controls are maintained to adhere to the ESFA Academies Financial Handbook & BILTT School Finance Manual.
- Raise appropriate salary and cash-book journals in relation to payroll on a monthly basis, ensuring adherence to GDPR when reviewing and processing personal data.
- Ensure adherence to the accounts receivable process; including raising all school's invoices; resolving queries and chasing up outstanding debts on a monthly basis. Provide report for Finance Manager highlighting debts > 90 days.
- Processing banking arrangements and ensuring appropriate segregation of duties when creating or checking payment runs on a monthly basis, reconciling supplier statements to the accounting system and obtaining supplier information where necessary.
- Establish and maintain a centralised contracts register and actively seek economies of scale within procurement by centralising contracts and services across all schools within BILTT.
- Coordinate and be responsible for achieving best value for BILTT schools' insurances for non RPA areas such as vehicles and engineering.
- Be responsible for each school's petty cash advances ensuring appropriate balances are maintained and procedures adhered to, organise funds for classes and process staff expense claims in accordance with BILTT Finance Manual.
- Process dinner money income and keep an overview to ensure that dinner monies received are banked weekly, debt letters are sent out and payment plans are arranged where necessary.
- QA budget holders reports ahead of monthly distribution, ensuring budget holders have appropriate information to enable them to act accordingly, and answering queries related to these details.

- Assisting the Finance Manager with the annual budget setting process, e.g. providing pupil information for funding, site costs and contracts etc.
- Monitor, source and follow process for purchase and renewal of contracts as directed by the Finance Manager.
- Attending budget setting meetings and carrying out requests from Head of School / Senior Leadership Team / Finance Manager where required.
- Assist the Finance Manager with all internal and external audits.
- Securely hold and use, when required, debit card/credit card/online banking card/cheque book/passwords etc. and banking information.

#### **Personnel**

- Develop and maintain relationships with external auditors and Responsible Officer.
- Identify personal training needs and participate in training and performance development whenever required.
- Direct, develop and manage workload of the Finance Clerk.

#### **Accountability**

- Be aware of and follow appropriate Trust and school policies.
- Undertake any other appropriate duties as directed by the BILTT Finance Manager
- Ensure security of banking/payment methods/information for schools and the Trust.
- Maintaining confidentiality at all times.

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after discussion, to meet the changing needs of the school and/or the wider Trust.

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, social media checks, enhanced DBS, probationary period & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

**Personnel Specification Senior Finance Administrator Grade: 4AS pt. 14-19**

|          |                            | <b>Essential Attributes</b>   | <b>Preferred Attributes</b>  |
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| <b>1</b> | Educational Qualifications | GCSE or equivalent in English and maths grades A* - C<br><br>AAT Qualified or working towards.  | RSA / OCR or equivalent word processing qualification                |
| <b>2</b> | Work Experience            | Experience of using Microsoft software e.g. Word, Excel, Publisher, PowerPoint etc<br><br>Experience of working in a financial environment<br><br>Experience of keeping, maintaining and filing documents   | Experience of working in a school<br><br>Experience of cash handling |
| <b>3</b> | Skills/Knowledge/Aptitude  | Accurate worker with attention to detail<br><br>Ability to work constructively as part of a team using initiative when needed<br><br>Able to work in a busy environment with varying demands and deadlines.<br><br>Be trustworthy and able to maintain strict confidentiality | Good keyboard skills   |
| <b>4</b> | Motivation                 | Willingness to learn new skills and undertake training<br><br>Willingness to be flexible to deal with unplanned situations<br><br>Willingness to occasionally adjust working arrangements to meet changed circumstances   |  |
| <b>5</b> | Personal qualities         | Good attendance and punctuality<br><br>Excellent interpersonal skills with the ability to maintain strict confidentiality<br><br>A diplomatic and calm approach<br><br>Team player with a good sense of humour  |  |
| <b>5</b> | Physical                   | Good general fitness/mobility for occasional unpacking and distribution of parcels  |  |
| <b>6</b> | Other                      | This is a customer facing post and the post holder must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.  |  |

