**Job Description**

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| **Job Title:** | Finance Administrator |
| **Salary:** | Grade C (Point 14-17 NJC Scale) |
| **Responsible to:** | Finance Manager |
| **Date of Job Description:** | January 2019 |

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| **Purpose of the Role:** |
| To accurately undertake specific finance support responsibilities to ensure the efficient and effective use of the school’s budget. |

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| **Main Tasks and Responsibilities:** |
| ***General Duties***   * To act in accordance with the academy and FCAT’s Policies and Procedures. * To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy. * To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. * To adhere to FCAT’s Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained. * To contribute to the provision of an effective environment for learning. * To support the promotion of positive relationships with parents and outside agencies. * To attend skill training and participate in personal/performance development as required. * To take care for your own and other people’s health and safety in line with school and FCAT policies and procedures.   ***Key Duties***   1. Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues; 2. Monitor monthly budgets and advise staff on variances; 3. Produce a range of financial data and reports where directed; 4. Receive and record monies from pupils and parents / carers; 5. Assist where directed to undertake reconciliations, for example of bank account and petty cash and of the purchase ledger control account; 6. Exchange of information both verbally and in writing with teachers, other staff and external suppliers; 7. Resolves financial queries e.g. over order processing, financial accounts; undertakes analysis of financial records; 8. Works from instructions but makes minor decisions, such as in resolving supplier issues; serious issues e.g. significant budget variances referred to more senior staff; 9. Responsible for the maintenance and updating of financial records; 10. Handles amounts of cash.     ***Individuals in this role may also:***   1. Undertake other support duties such as reception, dealing with correspondence, filing and word processing; 2. Process travel and subsistence claims; 3. Assist with school lettings; 4. Responsible for the selection, ordering and storage of supplies within a small budget.   ***Indicative knowledge, skills and experience***   1. General experience of working in a finance role; 2. Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring; 3. Knowledge / skills equivalent to National Qualifications Level 3 or relevant experience. |