

Finance Administrator Job Description

Key Purpose of the Role

To undertake the finance administration of several academies in the Trust. This role will be delivered through the supervision of the Senior Finance Administrator.

This role is graded at St Christopher's Pay Scale Grade 4.

Line Management

1. Finance Manager

This post has no line management responsibilities.

Key Roles and Responsibilities

Finance

Support finance administration of local academies in the Trust, through:

- Proactive and intuitive management of the Finance inbox
- Accurately and efficiently processing orders on Sage Intacct following creation by the requisitioner
- Responsible for placing orders with suppliers
- Responsible for chasing of orders on behalf of local academies, managing communications with suppliers in line with the Trust values
- Posting of weekly banking onto the Finance system for local academies
- Undertake reconciliations of monthly supplier statements
- Accurate and timely entry of invoices
- Creation of weekly playlists
- Accurate and timely entry of staff expense claims
- Accurate and timely entry of credit card transactions
- Through liaising with local Pupil Services Officers, produce sales invoices for fees and lettings of local academies
- Responsible for chasing outstanding invoices on behalf of local academies, managing communications in line with Trust values
- Ensuring accurate records are made for income received
- Support with the preparation of year end files
- Support with the external and internal audits, providing relevant documentation where necessary

Extended Schools Support

- Provide template letters for academies as requested
- Producing invoices for pupil fees
- Monitoring outstanding pupil fees and liaising this information to academies (if required by them)

The role will initially support a number of academies across Plymouth, Torbay and Devon.

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the Trust at the time.

Although the post is based at one of the academy's in the Trust, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our academies, subject to notification and acceptance by the post holder. Travel is paid if this is required.

Acceptance of this Job Description

On behalf of St Christopher's C of E (Primary) Trust:	On behalf of the Employee:
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: