



JOB DESCRIPTION

Job Title:	School Finance Administrator
Salary:	TPAT Point 6
Responsible to:	Headteacher/Office Manager
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External:	Senior Leadership Team, TPAT Professional Services Team, Local Monitoring Committee, School Staff, Students, Parents & Carers, Suppliers, External Professional Bodies and Visitors

Main Purpose of the Job:

- To complement the professional work of teachers and learning support professionals by providing financial support and taking responsibility for school finance administrative functions
- The Finance Administrator will be expected to take responsibility for the school's financial administration, in accordance with TPAT Financial Procedures.
- To work as part of the administration team providing administrative, clerical and reception support to the school.

Main Duties and Responsibilities:

Finance

- To be responsible for the full adherence to the school's security procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with TPAT financial procedures and internal and external audit processes.
- To ensure the timely completion of all finance related tasks and adherence to deadlines ensuring that the work is undertaken to a high standard and in accordance with school financial policies and procedures.
- To undertake financial processing using TPAT accounting systems, including purchase order processing, good receipting, credit card and Parentpay reconciliation, and management report generation.
- To support local school purchasing adhering to Procurement Policy.
- To request the raising of school sales invoices in line with the Trust's financial procedures.
- To prepare all monies and cheques received by the school for banking, adhering to TPAT's Cash Handling Policy.
- Ensure that all educational visits, trips and events are set up on Parent Pay/Arbor (or school equivalent system) and monitor parent / carer payments - reporting to SLT as and when required.
- To code income received in line with TPAT financial procedures. To monitor all payments received from parents including meal payments, trips etc on a regular basis and to administer the receipt and banking of various monies.
- To liaise with the Finance Business Partner for the production of invoices relating to all school income generation.
- To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries and payments as requested.

- To monitor all payments received from debtors on a regular basis and advise the Headteacher and Finance Governors of overdue debts for further action, ensuring such action takes place and monitoring success.
- To use IT systems to extract data and record information including statistical data, providing reports as requested by the senior leadership team.
- Treat all information sensitively in line with the school's GDPR / data retention policies ensuring confidentiality at all times.
- To attend any relevant meetings as required.

Administration and Reception

- To work within and maintain all school established administration systems and procedures. To assist in the administration associated with all school record keeping (eg free school meal list, registers, absence reports, etc), as well as such areas as correspondence, reports, document collation and enveloping, photocopying, filing and post distribution and franking.
- To provide reception cover as required during lunchtimes and staff absence. Welcome visitor to the school in a professional and hospitable manner, ensuring signing in procedures which include safeguarding, Health and Safety and fire protocols are followed. To deal with student queries and re-direct as necessary.
- To receive and prioritise incoming telephone calls and deal with them appropriately and professional including recording and distributing messages as required, ensuring that all messages are distributed in a timely manner. To make and manage room bookings as required.
- To be part of the school first aid team, administering first aid when called upon (when trained).
- To act as a member of the administration team and to provide support and cover for other members of the team when the need arises and as directed by the Headteacher's PA/Office Manager.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.

- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – School Finance Administrator

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	GCSEs or equivalent to include Maths & English at a C grade or above. Finance based qualification or relevant experience. First Aid Trained (or willing to undertake the qualification).	Admin or IT related qualifications at level 3.	Application Certificates
Skills and Experience	Good standard of practical knowledge, skills and experience of finance related work. Able & confident in the use of IT – Office 365, word, excel, outlook – with great typing and word processing skills.	Experience of working within a school or similar environment. Experience of School MIS systems eg Arbor.	Application Interview Assessment

		Understanding of finance processes in a school setting.	
Specialist Knowledge and Skills	Knowledge of computerised accounting systems. Demonstrate an understanding of issues linked to confidentiality. Excellent communication skills, both written and verbal. Excellent telephone manner. Excellent listening and organisational skills. Discreet at all times. Work constructively as part of a team. Effective communication with all stakeholders including students, staff, parents, LMC members and external agencies. Willing to work within organisational procedures, processes and to meet required standards for the role. Be resilient and demonstrate an ability to work well under pressure. Able to adopt a flexible working practice. Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. Committed to promoting equality of opportunity and inclusion.	Financial accounts experience.	Application Interview Assessment
Behaviours and Values	Self-motivated and able to work constructively as part of a team. Ability to relate well to children and adults. Ability to work to deadlines and methodical approach to work. Ability to thrive under pressure. Deeply committed to equality of opportunity, British Values and diversity. Energy and enthusiasm.		Application Interview Assessment