



## HATTON ACADEMIES TRUST JOB DESCRIPTION

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| <b>Job Title:</b>    | <b>Finance Administrator</b>                                 |
| <b>Line Manager:</b> | Finance Manager  |
| <b>Hours:</b>        | 37 Hours per week<br>40 weeks per year (term time + 10 days) |
| <b>Salary:</b>       | NJC Scale Point 15 to 18                                     |

### **Job Purpose:**

- To support the Finance Manager with data entry and maintenance of sales ledger
- To support the Finance Manager with data entry and maintenance of the Purchase ledger
- To process and carry out reconciliations of all school trips income and expenditure
- To process and reconcile all petty cash claims
- To record, bank and reconcile all income received in the Academy.
- To provide support to the maintenance of the general ledger through support with Journal entry and analysis of income and expenditure to support with month end processes
- To provide support to financial queries (by telephone or in person) from internal and external customers
- To process all financial transactions, in an accurate and timely manner adhering to the Trust's financial reporting deadlines.

### **Main Duties and Responsibilities**

#### **Sales Ledger**

- To receive debtor requests and raise invoices on the sales ledger for authorisation for release by the Finance Manager.
- To monitor receipt of income into the Academy's bank account and chase Academy debtors in accordance with the Academy's income policy and procedures.
- To report outstanding debts each month to the Finance Manager to support month end journals and Board reports.

### **Purchase Ledger**

- To process requisition forms on the purchase ledger and issue purchase orders for authorisation in an accurate and timely manner.
- To record goods received notes on receipt.
- To collate invoices received and issue to budget holders for confirmation of receipt and authorisation for payment.
- To promote the importance of purchase orders to staff and budget holders in order to minimise the number of non-order invoices

### **School Trips and Visits**

- To record all income and expenditure on the relevant cost centre for all approved school trips and reconcile each school trip account once completed.
- To collate and bank income received from parents or students as contributions towards the cost of school trips and visits.
- To report to the Finance Manager the position on all school trips and identify variances from initial costings.
- To arrange refunds of surpluses to parents or students in accordance with Academy procedures.
- To contact parents regarding the collection of outstanding or late payments.

### **Petty Cash**

- To support the Finance Manager with the management of petty cash for the Academy.
- To monitor the float and liaise with the Finance Manager with regard to replenishment.
- To receive and collate petty cash requests from staff within defined limits.
- To secure authorisation of all petty cash requests prior to reimbursement.
- To journal all petty cash receipts and payments onto the general ledger / cashbook authorised by the Finance Manager.
- To reconcile regularly and at each month end the petty cash account and present this to the finance manager for authorisation.

### **Income Received**

- To collate, monitor and record all income receivable from parents, students and staff in relation to school trips, uniforms, purchase of books or equipment, canteen takings etc.
- To assist the Finance Manager with the banking of this income, preparing it for the weekly G4 security collection.

### Month End Procedures

- To assist the Finance Manager with the following in support of month end and year end accounts preparation: a) Telephone liaison with suppliers regarding invoice queries and inaccurate statements of account b) Preparation and analysis of income and expenditure using spreadsheets as required

### Other Financial Operations

- To comply with all internal financial controls as instructed by the Finance Manager.
- Liaison with the catering department regarding daily takings.
- Liaison with staff and budget holders regarding any financial queries and escalating those outside of the remit or responsibility of the post.
- Maintenance of accurate filing systems and robust audit trails.
- Provision of telephone support to external customers and contractors as required.
- Support with any other finance project as required.
- Filing of all financial records, including payroll.

### General

- Responsibility for safeguarding and promoting the welfare of children at the Academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Finance Manager / Director of Finance & Operations commensurate with the pay and grade of the post.

Signature of Post holder

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Date

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Signed on behalf of the Academy

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Date

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Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.