

Job Description

JOB TITLE: Finance Administrator

GRADE: Grade 4

RESPONSIBLE TO: Chief Financial Officer (CFO)

MAIN PURPOSE OF THE JOB: To provide support to the CFO in all financial and administrative functions.

Main Functions: Finance

To undertake responsibility for the day to day administration of the academy's financial administration including:

- To raise orders, negotiate with suppliers and ensure best value for the school
- Authorising orders (up to limits of delegated authority)
- Receiving goods
- To monitor expenditure and process invoices for payment
- Authorising invoices (up to limits of delegated authority)
- Processing cheques, BACS to suppliers
- Maintenance of the Academy Fund accounts (including receipts and payments)
- Process and oversee all debit card spending and carry out monthly reconciliation process
- To support the CFO in the preparation of budgets.
- To support the CFO in administering the school budget on the school's Financial Management System.
- To bank all school income including School Fund and to ensure all income is accurately accounted for.
- To support the CFO in maintaining records for audit and prepare for audit visits.
- To monitor and invoice all lettings of premises.
- To reconcile school trip payments against class lists and to chase late payments.
- To reconcile all bank statements in SAGE.
- To deal with all confidential matters with tact and discretion.
- To assist with the organisation of school trips, including getting quotes and booking coaches.
- To administer Cool Milk and KS1 fruit schemes.
- To carry out the above duties in accordance with all Forest Academy's Policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

General

- Liaison with other departments and support staff over matters relating to Finance and whole-school issues.
- Attendance at staff meetings and INSET activities where relevant.