



Holy Cross
Catholic MAC

JOB DESCRIPTION - Finance & Admin Officer (Maternity Cover)

Holy Cross Catholic Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: Grade 5, SCP 12-23

Hours: 37 hours per week

Term time plus two weeks - Monday to Thursday 8.00 am to 4.00pm, Friday 8.00 – 3.30pm

Reporting to: MAC Finance Manager

General Responsibilities

This post is located within the MAC Central Team currently based at St Augustine's Primary School. The postholder will undertake a wide range of finance and administrative duties to support the work of the MAC. This will involve occasional visits to MAC schools.

The post holder must be flexible, show initiative and discretion, and have an excellent understanding of handling sensitive and confidential information. The post holder must be computer literate and proficient with the use of Word, Excel and PowerPoint. Knowledge of PS Financials is desirable but not essential.

Job Purpose

To carry out a number of duties within the MAC central team to ensure the smooth running of the department while always ensuring full adherence to financial policies and procedures.

Providing full support to the MAC central team with purchase ordering, purchase invoicing, sales invoicing, supplier maintenance and month end procedures.

Provide high level, professional, administrative support to the central team as well as supporting the administration of Board meetings.

The post holder will be expected to work within established procedures and guidelines and to prioritise their own day-to-day work.

Description of Duties and Responsibilities

Under the direction of the MAC Finance Manager:

Central Finance Transactions

- Processing purchase orders for goods and services as required by the central team, issuing purchase orders to suppliers in accordance with the MAC Financial Procedures manual.
- Monthly monitoring of outstanding commitments
- Processing of invoices for payment to suppliers, ensure invoices are matched to orders and delivery was satisfactory, entering of invoice details onto the finance system
- Processing of BACS payments to suppliers
- Responsible for checking and reclaiming VAT on behalf of the MAC, and apportioning VAT reimbursements across schools.
- Dealing with general queries with internal and external contacts and, where appropriate, ensuring that internal issues are successfully resolved.
- Ensure income received by the MAC is entered onto finance system, recorded in line with audit requirements and funds transferred to schools where required
- Processing central team credit card transactions and expenses
- Having an overall awareness of the need to match spending to budget, ensuring that all records are kept up to date
- Maintenance of finance records and spreadsheets
- Support with the year-end process, requesting documents from schools and collating information for the auditors

Month End Processes

- Payroll journals
- Reconciliation of central team credit card statements
- Inter-account transfers between schools (e.g. invoices to be recharged to schools)
- Review month end transactions completed by School Business / Office Managers (e.g. outstanding purchase orders, bank reconciliations)
- Support the month-end meeting by preparing agendas, noting actions, running reports, etc.

Finance Systems & Processes

- Responsible for maintaining the supplier database on the MAC finance system for all schools, including vetting new suppliers, checking BACS details and updating supplier information where necessary.
- Monitor the Finance Team inbox, responding to / forwarding emails as necessary
- Manage specific financial tasks as required, for example collating and preparing financial data for inclusion in reports.
- To work under supervision to the mandatory guidelines within the Academies Trust Handbook.

Administrative Duties

- Oversee the booking of meeting rooms and ensure adequate supplies at all times.
- Preparing rooms for meetings and welcome visitors.
- Where appropriate booking meeting rooms and set up with refreshments.
- Arrange catering for meetings and events where appropriate.
- Screen phone calls, direct calls and take messages as appropriate.
- Undertake general office duties e.g. typing, filing, faxing and photocopying and scanning.
- Monitor a number of MAC mailboxes, ensuring emails are acknowledged and forwarded in a timely manner.
- Work with all members of the Central Office Team to plan and organise events.
- Answer ad-hoc queries both internally and externally.
- Work with all members of the Central Office Team to maintain and develop effective administrative systems to ensure a high level of confidentiality and efficiency.
- Work with all members of the Central Office Team to develop and improve systems, policies and initiatives in line with the MAC Improvement Plan.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Have an awareness of the Educational landscape and its implications for planning meetings and the impact on the work of the CSEL and MAC Directors.
- Work with members of the Central Office Team to proactively arrange regular meetings with direct reports.
- Organise any travel arrangements to ensure value for money and best use of time.
- Arrange and service management meetings.
- Provide administrative support to the Catholic Senior Executive Leader and central office staff, including diary management
- Work with all members of the Central Office Team to proactively arrange regular meetings.
- Provide administrative support to MAC Board meetings as and when required.
- Arrange and service CSEL/Headteacher meetings

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- The post holder will be responsible and accountable for carrying out duties and responsibilities of the post with regard to the Academies Equal Opportunities policy
- Contribute to the effective working of the MAC Head Office Team by participating in meetings and suggesting improved ways of working.
- Maintain competence in the role by attending training as required.
- To participate in performance management arrangements.
- To adhere to published policies and procedures.
- To attend regular meetings with line manager.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

Safeguarding

Holy Cross Catholic Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and Company are inherent in that role.

The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.

Job Description Reviewed By:

Person Specification

Skills and Abilities	Essential	Desirable
Qualifications and Training		
<ul style="list-style-type: none"> Educated to GCSE level, with good grades in Maths and English (C or better/or equivalent) Possession or progress toward a finance qualification such as AAT. Alternatively the ability to clearly demonstrate equivalent proficiency in practice. 	√	√
Experience		
<ul style="list-style-type: none"> Of working in a busy office environment Effectively prioritising and planning workloads Providing financial assistance Experience of working with PS Financials is an advantage although training can be provided. Experience of working in an education setting is an advantage but not essential to the role. 	√ √ √	√ √ √
Skills: Personal		
<ul style="list-style-type: none"> Excellent written and oral communication skills Good interpersonal skills with the ability to develop and foster effective working relationships. High level of numerical and problem solving skills. Able to deal with conflicting priorities and work to policy and operation objectives and timescales. Ability to understand, interpret and apply relevant financial procedure rules and legislation, ensuring proper practices are followed. Able to work flexibly and without close supervision 	√ √ √ √ √	
Skills: Administrative		
<ul style="list-style-type: none"> Finance principles and practice and their application 		√

Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> • Computerised systems, including word processing, spread sheets and accounting systems • Understanding and commitment to equal opportunities and how this is applied to financial strategies and policies • Awareness of financial administration processes and procedures 	<div>√</div> <div></div> <div>√</div>	<div></div> <div>√</div> <div></div>
Skills: Relations		
<ul style="list-style-type: none"> • Excellent interpersonal skills and be able to communicate effectively • Ability to develop good relations with staff 	<div>√</div> <div>√</div>	<div></div> <div></div>
Other		
<ul style="list-style-type: none"> • Holds a full UK driving license 		√