

## Job Description

**Vacancy Reference No:****Job Title:** Senior Finance Administrator**Job Number:****Grade:** 5**Location:** Hearsall Academy - Trust Office**Hours:** 37 hours

### Reporting to the Head of Finance

This is a Trust appointment and you may be required to undertake work in any of our schools should the need arise.

### Job Purpose:

To provide an efficient and effective financial administration service for the Trust. To manage the day to day running of the finance administration team, prioritising workloads, offering support and encouragement to ensure deadlines and high standards of work are achieved. Being responsible for the continual development of the staff team and processes.

### Main Duties and Responsibilities:

- To manage the Finance Administration Trust team, under the direction of the Head of Finance.
- Ensure the efficient operation of the Trust finance administrative function and systems and deal with finance administrative matters on behalf of the Head of Finance.
- Demonstrate initiative in improving the quality of service provided by the Finance Administration Team.
- Manage the team to act as a first line of contact; receive enquiries from staff, suppliers and other stakeholders by telephone, email and post.
- Managing the finance email inbox including allocating work to the appropriate team member.
- Acting as first budget approver on Xero/ Approval Max - the trust Financial Management information systems for schools managed by the central team if required.
- Responsible for undertaking the Trust Bacs Run.
- Deputising when necessary for the central team Finance Officers.

- Ensuring adherence with the Academies Financial Handbook and the financial regulations of Inspire Education Trust, be responsible for the accounts payable and receivable functions through the management of the team:
    - ensuring the accurate input of data into the school financial accounting system.
    - ensuring all orders are raised accurately and on a timely basis, receive and record deliveries, process invoices for goods and services provided and pay all invoices on a timely basis.
    - the monthly production, checking and submission of VAT information to the Compliance and Administration- Finance Officer -
  
    - take the schools managed by the central team to a cashless position and ensure the collection, reconciliation and recording of payments for various schemes, music tuition, trips and all other parental related activities.
  
    - Supervising and ensuring the effective preparation of invoices and collection of fees for extra-curricular tuition/ activities, music tuition, and school trips recording of payment, and inputting of information onto the finance system. Ensuring adherence to internal controls and an efficient and effective team process.
  
  - Responsible for the administration for payroll and Pensions for Bluecoat academy.
    - Inputting of changes each month into input payroll spreadsheet
    - Producing a variances report monthly
    - Ensuring correct paperwork is in payroll folder monthly
    - Liaise with external Payroll Provider on any queries
    - Management of the Payroll inbox
    - Dealing with and rectifying pension errors
    - Producing and submitting End of Year certificate
    - Processing Opt in/Opt out pension paperwork
    - Long term sickness - instructing pay deductions in line with policy and issuing letters
    - Maternity/ Paternity- Obtaining MATB1 forms, Issuing maternity schedules and letters in line with policy
    - Processing Retirements
    - Adhoc reports relating to salaries
    - Pension re-enrolment process and issuing employee letters
    - Attending briefings and training to ensure compliance.
  
  - Undertake any Payroll administration for the IET central Team
  
  - Be responsible for team processes to ensure efficient and effective working practices.
  
  - Adhere to Health and safety legislation
  
  - Any other duties and responsibilities within the range of the salary grade
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This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to These posts will be conditional upon the receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.

### **All employees**

All duties and responsibilities must be carried out with due regard to the Inspire Education Trust Health and Safety Policy. The post holder must comply with the Interagency procedures of the Safeguarding Boards and

Inspire Education Trusts policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Inspire Education trusts Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the GDPR guidelines.

**Updated 13<sup>th</sup> November 2020**