

Person Specification

Job Title: Senior Finance Administrator	Job Number:
Location: Inspire Education Trust	Post Number:
Grade: Grade 5	

Knowledge of	<ul style="list-style-type: none"> • Evidence of working in a financial setting • Financial administration procedures, relating to ordering, invoicing, use of Purchasing Cards and monitoring of expenditure and income. • The academies Financial Handbook • Budget management and accounting techniques • ICT equipment and network systems and their use within a business context • Proven track record of managing, motivating and supervising a team of workers to meet deadlines • Staff performance and development • Xero financial information system, Parental on line payment portals • Of managing budgets • Microsoft packages including Teams, word, excel and Outlook
Skills and Abilities	<ul style="list-style-type: none"> • Attention to detail • To be creative and inventive, particularly in maximising process efficiencies within the office environment • To develop and implement financial administrative procedures and systems and brief appropriate staff • To liaise effectively with the Trust ICT service desk regarding ICT problems and solutions • To ensure staff follow recognised procedures and deadlines • To maintain accurate accounts, recording income, cash handling, expenditure and balancing records using Xero • Strong Customer Care focus - to liaise and communicate effectively and positively with all stakeholders, staff, colleagues, other agencies and management to offer advice, guidance and discuss important issues • Excellent written & Numerical skills • To motivate and supervise an effective administration team • To be calm under pressure and to seek appropriate solutions • To monitor defined procedure and meet original deadlines • To ensure the Finance Administration staff remain within regulation and adhere to the Academies Financial Handbook and the Trusts processes and procedures • To be able to use your own initiative and also to be able to take instruction • Ability to check own work

	<ul style="list-style-type: none"> • Ability to work as part of a wider team • A commitment to further personal and professional development • To take the school offices to cashless • To maintain effective communication with the Trust Finance Team
Educational	<ul style="list-style-type: none"> • AAT Level 2 (or equivalent qualification) or evidence of equivalent technical financial knowledge and experience in a relevant discipline • Minimum GCSE (or equivalent) English and Maths and Grade A-C
Special Requirements	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 • A Criminal Record Disclosure will be required prior to appointment

Last review date: 13th November 2020