



JOB DESCRIPTION

Finance Administrator

Severndale Specialist Academy Vision:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Reception through to Sixth Form and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

EVERYONE VALUED....EVERYONE INCLUDED....EVERYONE LEARNING

Purpose of the Post:

The Academy is seeking a Finance Administrator to join the Academy. As Finance Administrator you will have responsibility of the day to day processes and be the first point of contact for many finance and whole school queries.

The role involves liaising professionally, courteously and politely with all members of staff, students, parents and suppliers.

Personal Skills required:

- Excellent numeracy skills
- Excellent IT skills, particularly excel
- Efficiency
- Attention to detail
- Ability to work well under pressure and on own initiative
- Maintain confidentiality
- Organisational skills
- Willingness to contribute to the continued improvement of our Academy

You should be an enthusiastic and committed professional who is flexible and reliable, with the ability to establish effective working relationships at all levels, particularly as a member of a team. You should have the relevant skills and personal qualities such as being dynamic and proactive, to undertake a range of finance duties as described further on in this job description and the ability to work accurately and consistently to tight timescales.



Duties and Responsibilities will include:

Professional Duties

Purchase invoicing

- Purchase ordering – sourcing items of best value, placing orders and tracking their delivery
- Purchase invoice processing – matching invoices to purchase orders and delivery notes, coding and inputting of invoices onto the finance system, Civica, ready for payment
- Responsible for maintaining orders on the asset management system
- Maintaining and updating the supplier list
- Researching best value suppliers

Sales invoicing

- Raising of sales invoices in line with procedures
- Maintaining a system of credit control

Income and expenditure

- Responsible for receiving income into the Academy in the form of cash, cheques, Parentpay and bank payments
- Managing dinner debts
- Managing other income on Parentpay
- Administration of the extended schools income and expenditure

General

- Responsible for whole school daily snack and milk supplies for students
- Assist with projects when required
- Supporting the admin team as and when necessary including reception cover on a rota basis
- Willing to undertake training and CPD

Reporting:

- Line Manager: Assistant Accountant, Finance Manager and ultimately the Strategic Business Manager

Benefits of the Post:

- The grade of the post is: Grade 6, Point 7 with a progression scale to Point 11
- The hours of work are: 37 hours per week, 48 weeks per year
- Access to the School Advisory Service
- Bike to work scheme
- Continuing Professional Development
- Local Authority Pension Scheme

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.