

Preston Primary Academy Trust
JOB DESCRIPTION

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| Job Title: | Trust Finance & Staff Administrator |
| Department and Section: | Education, School Support |
| Reports To: | Trust Finance and Operations Manager (TFOM) |
| Main Purpose of Job: | |
| Under the direction of the TFOM, to assist in the provision of a comprehensive financial support and tendering service to the trust by undertaking a range of financial functions. | |
| Main Responsibilities and Duties: | |
| <ul style="list-style-type: none"> • To assist with the operation and maintenance of the Trust's school's manual and computerised financial control and information systems, updating financial records and assisting in the production of financial information and reports for the TFOM and Headteachers. • Manage the Trust mailbox. Check SSE daily and distribute information to relevant departments. Manage monthly activity tracker in conjunction with schools. • Oversee and action a proportion of the weekly BACs runs from schools within our Trust to ensure compliance with the Trust Finance Policy. • Oversee credit card reconciliation of schools and the Trust to ensure compliance with the Academy Trust Handbook and the Trust Finance Policy. • Monitor and cross refer absence data for Trust schools, produce reports for CEO/CFO and Headteachers. • Remotely maintain financial and staff records for 2 Trust schools, with the opportunity to visit schools for direct support. • Maintain the Single Central Record for 2 Trust Schools • Assist with a programme of procurement/tendering across the trust to ensure the achievement of best value. • Oversee monthly additional hours payroll checking in conjunction with the Trust People Manager. • To respond to account queries from staff and suppliers, resolving problems and using discretion in referring issues to the TFOM. • To undertake other appropriate duties at the request of the TFOM, Trust Headteachers and Trust Leadership Staff. • Develop the Trust Finance & Staff Administrator role within the Central Team as our Trust continues to grow. | |

Knowledge, Skills and Experience:

Essential

- Evidence of good basic education with 5 GCSEs (at Grade C or above), or equivalent, including Maths and English Language.
- Excellent IT skills including Microsoft Word and Excel.

Desirable

- Previous experience of working in a school.
- Working knowledge of FMS and SIMS would be an advantage.
- Experience of setting up databases and spreadsheets.
- Experience of working to deadlines and prioritising workloads.
- Excellent attention to detail and a high level of accuracy.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job. This will be reviewed annually at Performance Management reviews. The job description will develop and evolve as the Trust grows.

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: