

Preston Primary Academy Trust

**JOB DESCRIPTION**

<b>Job Title:</b>	Trust Finance & Staff Administrator
<b>Department and Section:</b>	Education, School Support
<b>Grade &amp; Points</b>	Grade 14/13 Points 4 – 11
<b>Reports To:</b>	Assistant Trust Finance Manager
<b>Main Purpose of Job:</b>	
Under the direction of the ATFM, to assist in the provision of a comprehensive financial support and tendering service to the trust by undertaking a range of financial functions.	
<b>Main Responsibilities and Duties:</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Manage the Trust mailbox.</li> <li>• Check SSE daily and distribute information to relevant departments.</li> <li>• Manage monthly activity tracker in conjunction with schools.</li> <li>• Oversee and action a proportion of the weekly BACs runs from schools within our Trust to ensure compliance with the Trust Finance Policy.</li> <li>• Oversee credit card reconciliation of schools and the Trust to ensure compliance with the Academy Trust Handbook and the Trust Finance Policy.</li> <li>• Monitor and cross refer absence data for Trust schools, produce reports for CEO/CFO and Headteachers.</li> <li>• Remotely maintain financial and staff records for schools within our Trust, with the opportunity to visit schools to offer direct support.</li> <li>• Maintain the Single Central Record for schools within our Trust..</li> <li>• Assist with a programme of procurement/tendering across our Trust to ensure the achievement of best value.</li> <li>• Check monthly additional hours payroll checking in conjunction with the Trust People Lead.</li> <li>• To respond to account queries from staff and suppliers, resolving problems and using discretion in referring issues to the ATFM.</li> <li>• To undertake other appropriate duties at the request of the ATFM, Trust People Lead, Trust Finance Manager, Trust Headteachers and Trust Leadership Staff.</li> </ul>	

- Support other central team staff members with general admin tasks. These may include activities such as arranging meetings / circulation of information / follow up actions from internal audits.
- Develop the Trust Finance & Staff Administrator role within the Central Team as our Trust continues to grow.
- Other duties commensurate with the role

**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: .....