

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Finance Administrator</b>
<b>Academy:</b>	<b>Academy 360</b>
<b>Reporting to:</b>	<b>Business manager</b>
<b>Salary/Pay range:</b>	<b>£23,500 per annum</b>
<b>Hours of work:</b>	<b>Full time, all year round</b>

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### **Purpose of Job**

To facilitate the day to day running of the finance office.

### **Main Duties and Responsibilities**

- Processing of orders, delivery notes and invoices. Communicating over the telephone with suppliers and colleagues.
- Reconciling supplier statements.
- Processing of credit card statements.
- Dealing with highly sensitive and confidential matters.
- Operate SIMS, Tucasi, Excel and PSP systems.
- Collect, count and reconcile monies in relation to school visits etc. and to facilitate the banking of such monies.
- Responsible for the Free school meals
- Chasing of owed lunch money by sending texts/emails.
- Booking of staff travel, accommodation and training courses.
- As and when required, provide support and cover for the main and student receptions.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required.