The Warriner Multi Academy Trust

WMAT Central Services
Finance Administrator

Job Information	
Reporting to	Trust Accountant
Grade	Grade 8 Points 18-23
Salary	£32,578-£35,571 Pro Rata
Hours /Weeks	30 hours per week term-time plus 1 additional week (39 weeks plus 5.24 weeks paid annual leave which must be taken during the normal school holidays) this includes Bank Holidays. Working pattern: 4 days a week with a minimum of 2 days finishing no earlier than 4pm – working pattern to be confirmed at interview

Job Purpose
To support teaching and learning by providing high-quality finance support, as part of a committed and flexible team maintaining confidentiality at all times
Additional Information
The Warriner Multi Academy Trust (WMAT) 1 secondary school and 9 primary schools in the Trust. This role is to assist with finance control of administration work across the WMAT.
Location
This role is office based at WMAT Business Centre based as The Warriner School
Main duties and responsibilities
Operator of Computerised Financial procedures **Orders, Invoices, Credit Notes & Credit Card Orders** • Manage purchase orders • Maintain creditors list • Assist sourcing of suppliers to achieve best value for money

- Manage input of invoices against purchase orders
- Check Statements from suppliers
- Chase outstanding queries
- Process credit card orders, usually online, sometimes by phone
- Oversee sign off process for monthly credit card approvals
- Manage credit card reconciliations

Bacs Run and Reimbursement
- Select invoices to be paid by Bacs and produce Payment Run
- Process Bacs Run on PS Financials & ensure appropriate approval
- Input invoices and allocate amounts to the Direct Debit payments
- Input nominals receipts for amounts received into the MAT Bank Account
- Reconcile the MAT Bank Account

Journals
- Process journals as required.

Sales Invoices
- Process Sales Invoices as required
- Chase outstanding debtors
- Manage funding streams with local authorities, in conjunction with the Warriner SEND team

As Required
- To assist other members of the team when deadlines are tight.
- Chase suppliers for non-delivery of goods & manage any returns
- Provide training and support to the Primary school Admin staff when required

Additional Skills:
- Experience in working in a busy office environment
- A confident, friendly and helpful manner
- Ability to work as part of a team
- The ability to work well under pressure
- Adaptable and flexible

Responsibilities
• Comply with all academy policies and procedures relating to safeguarding, child protection, health and safety, confidentiality, data protection and security, reporting any concerns through the appropriate channels. • Promote equality, diversity and inclusion, ensuring equal opportunities for all. • Contribute positively to the overall aims, values and ethos of the academy and Trust. • Work collaboratively with colleagues and appreciate the contribution of other professionals. • Attend and actively participate in meetings as required. • Engage in relevant training, professional development and performance management activities to support continuous improvement.

Additional Skills
• Proven experience working within a busy office or administrative environment. • Confident and professional with an approachable manner. • Ability to work effectively both independently and as part of a team. • Calm and resilient under pressure, with the ability to manage competing priorities and meet deadlines. • Flexible and adaptable, with a willingness to support changing business needs. • Strong interpersonal skills, with the ability to communicate sensitively and professionally. • Well organised, with excellent attention to detail and accuracy. • Positive attitude and a proactive approach to problem solving. • Good IT skills, including the ability to learn and use finance and administrative systems effectively. • The ability to build positive working relationships with colleagues.

Health and Safety

As an employee you have legal duties too. These include;

1. taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. co-operating with your employer on health and safety
3. correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. not interfering with or misusing anything provided for you health, safety and welfare

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE).

We are committed to equality of opportunity and welcome applications from all sections of the community.

Person Specification – WMAT Finance Administrator

Personal requirement	**E = Essential** **D = Desirable** **S = will be used to shortlist candidates**	**How this will be tested:** **A = application form** **I = at interview** **T = practical test**
Knowledge • Knowledge of, or willingness to learn, financial management systems including PS Financials – training will be given where required. • A good understanding of financial processes. • Ability to approach tasks in a structured and logical manner	E E E	A, I A, I A, I
Skills • AAT level 2 qualification • Ability to work in an organised and methodical manner • Ability to identify work priorities and manage own workload to meet deadlines. • Proficient use of Microsoft Office especially Excel and Word. • Excellent interpersonal skills and the ability to relate to a wide range of people. • Proven skills in using and learning financial systems	D E E E E E	A A, I A, I A, I A, I A, I
Personal qualities • Understanding of Data Protection and data security issues relevant to the post. • Willingness to participate in further training and developmental opportunities offered by the WMAT, to further their knowledge	E E	I I
Safeguarding • Commitment to safeguarding and promoting the welfare of children and young people • Understanding of individual safeguarding responsibilities and the importance of reporting concerns promptly.		

• Ability to contribute to a safe, inclusive and respectful environment for children and young people. • Commitment to maintaining appropriate professional boundaries, conduct and confidentiality. • Willingness to undertake safeguarding training and comply with Trust safeguarding policies and procedures		