

THE FALLIBROOME ACADEMY – JOB DESCRIPTION

Job Title: Finance Administrator	
Responsible To: Finance Manager	Grade: 4 (SCP 5-6)

BASIC JOB PURPOSE

To support the Finance Team in delivering an efficient and accurate financial service, with a focus on administering the school's cashless payment systems

MAIN RESPONSIBILITIES

1	Lead Administrator for Wisepay and Civica (the school's cashless systems)
2	Set up and manage staff and student user accounts, including sending logins to new users, archiving leavers, and maintaining biometric data
3	Process and issue refunds through Wisepay
4	Run and maintain daily, monthly, and year-end financial reports for reconciliation and audit purposes
5	Monitor and reconcile income and expenditure for all trips and visits to ensure activities are delivered within allocated budgets
6	Reconcile Wisepay and Barclaycard payments with bank transactions on a regular basis
7	Process BACS payments, along with any cheque or cash income, through the Sage accounting system
8	Update Free School Meals (FSM) eligibility data weekly via the Cheshire Portal
9	Make credit card purchases for approved fundraising activities and other authorised expenses
10	Support the wider Finance Team during month-end and year-end processes, including audit
11	To actively safeguard and promote the welfare of children at all times.
12	Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

13	Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy
14	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a line manager
Notwithstanding the detail in this job description the job holder will be required to undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to at least GCSE Grade 4 (C) or equivalent in English and mathematics	√	
EXPERIENCE		
Experience of working in a busy environment		√
Experience of working in an educational establishment		√
Experience of working as part of a team	√	
Experience of using of a computerised system	√	
KNOWLEDGE AND SKILLS		
Ability to build and form very good relationships with colleagues, other professionals and students/parents/carers	√	
Very good communication skills, both verbal and written	√	
Ability to work independently, to manage own workload and use initiative but also able to work constructively as part of a team	√	
Excellent attention to detail	√	
Ability to use ICT packages and equipment effectively	√	
Awareness of Data Protection and GDPR legislation	√	
Ability and a commitment to work flexibly and to respond to unplanned situations	√	
PERSONAL QUALITIES		
Ability to deal confidentially, impartially and appropriately with situations	√	
Good interpersonal skills and the ability to establish rapport with individuals, adults and students	√	
Efficient and meticulous in organisation	√	
A desire to develop skills and knowledge through CPD	√	
Excellent attendance and punctuality	√	
Ability to work additional hours as required (paid)	√	
Commitment to the school's ethos, aims and its whole community	√	