

Job Description and Particulars of Appointment

Details of Post

- Title: Trust Administrative Officer (Finance)
- Trust: TrustEd Schools Alliance
- Reporting to: Trust Business Manager
- Main Workplace Upon Appointment: Central Trust Offices, Bridgnorth
- Additional Workplace: Trust Schools/Offices as needed
- Grade and SCP: Grade 6 (SCP 8-11)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

- Under the direction and guidance of the Finance Director and the Trust Business Manager, be responsible for undertaking administrative, financial, and organisational processes for the Central Trust and schools within the Trust.

Duties and Responsibilities

Principal Duties and Responsibilities

- Undertake a range of administrative financial and organisational processes within the Trust Central team and/or to directly support schools
- Undertake a range of administrative tasks and/or processes to support the work of the Trust Central Leaders

Financial Duties and Responsibilities as set on appointment

To include the following:

- Processing invoices for schools in the Trust and the central Trust
- Updating and maintaining the list of suppliers in the financial system
- Dealing with payment queries from suppliers
- Supporting school finance administrators and business managers in the Trust with general payment and cashbook queries
- Preparing charge card reconciliations and processing journal postings
- Preparing bank reconciliations and processing cashbook journal postings
- Posting payroll journals for schools
- Supporting the preparation of the monthly cashflow report

NOTE: The specifics of these financial processes are due to change according to the needs of the Trust.

Other Responsibilities

- Post holder's main workplace will be Trust Central. However, post holder may be required to work in other Trust Schools/Offices.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Other Duties

- Any other duties that the CEO/Finance Director feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review and Signatures

- This job description is subject to review by the CEO/Finance Director in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**