

ROLE PROFILE

Role Profile			
Job Title	Finance Administrator		
Section	Business Support	Department	Finance
Reports to (Job Title)	Finance Business Partner (Schools)		
Location	Remote Working and Building 2, Derriford Business Park, Plymouth. Various school locations.		
Job Purpose	To provide an exemplary accounting service that helps our customers do amazing things. This role is responsible for providing proactive accounts payable support and efficient transactional processing. This is a new role due to expansion.		
Key Competencies and Output	<p>You will be working as part of a supportive team providing a dedicated service to one of our clients – Transforming Futures Multi Academy Trust. You will report to the Finance Business Partner.</p> <p>The role is mainly working from home, so you will be using Microsoft Teams for meetings and collaborative working and SharePoint for file and data sharing. You will have a suitable workspace at home available to you. You will also need to be available to work from our offices at Derriford and from school bases as required.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Processing invoices and direct debits. • Downloading and processing monthly utility bills. Assisting with monthly utility accruals. • Processing monthly staff expense and authorising bank payments. • Working closely with school staff to answer queries and chase up missing purchase orders. • Reconciling supplier statements and requesting copy invoices. • Routine checks on stranded and unauthorised purchase orders. • Providing support and training for new school staff on PS Purchasing. • Covering for other members of the finance team and ad-hoc duties as required. <p>The finance system in use is IRIS Financials version 6 and IRIS Financial Planner. The school MIS system is Arbor. System training will be provided as required.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>		
Experience, Knowledge, Skills and Qualifications	<p>GCSE Maths and English to grade C / 4 or above. AAT Level 2 / 3 or A Level Accounting, with at least a year's accounts payable experience.</p> <p>Self-motivated with solid analytical skills and attention to detail.</p> <p>Demonstrates effective communication skills; both verbal and written to a wide range of audiences.</p>		

	<p>Able to meet targets/deliver to deadlines and manage own workload whilst working effectively under pressure.</p> <p>Strong Microsoft Office skills, particularly Microsoft Excel.</p> <p>Commitment to personal and professional development.</p>
<p>Corporate Standards</p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>