

THE PRESTON HEDGES ACADEMY TRUST

<b>Job Title</b>	<b><u>Finance Administrator - Trust School Wraparound Care Provision</u></b>
<b>Responsible to:</b>	Finance Director/ Senior Finance Officers
<b>Job Purpose</b>	<p>Preston Hedges Academy Trust is a Multi Academy Trust, which is increasing from three schools to five schools by September 2021, each with their own Wraparound Provision for before and after school care. Our Trust is anticipated to expand further over the next few years, in line with our Trust growth plan.</p> <p>To assist the Senior Finance Officers in the preparation of the Trust schools accounts in an accurate and timely manner, in accordance with Trust policy and agreed financial procedures, as set out in the Academies Financial Handbook.</p> <p>Act as a point of contact and communication between Wraparound Provision Managers, School Principals, Central Finance Team, and Parents/Carers to ensure the financial systems for the Wraparound Provision are effective and efficient.</p> <p>Ensure that all information processed through our financial systems has the relevant supporting documentation to ensure compliance to meet internal/external audit requirements.</p>
<b>Accountabilities</b>	<p><b>Sales Ledger</b></p> <ul style="list-style-type: none"> <li>● Produce monthly and Adhoc invoices for parents/carers, for wraparound care provision.</li> <li>● Match and process payments made via BACs/Cheque/Childcare Vouchers against invoices on financial system.</li> <li>● First point of contact for invoice and payment queries relating to the wraparound provision.</li> <li>● Timely monitoring and administration of sales ledger and debt collection processes.</li> <li>● Produce debtor communication and reports, escalating concerns in line with the Trust policies, with Principals and Senior Finance Officers.</li> <li>● Where appropriate, be understanding and supportive of an individual's circumstances in relation to debt.</li> <li>● Produce and monitor income reports and assist in income stream forecasts for the Wraparound Provision.</li> <li>● Utilise Trust financial systems to reconcile wraparound care provision transactions.</li> <li>● Review Wraparound Provision sales ledger and resolve any related queries and/ or issues.</li> <li>● Ensure confidentiality is respected and maintained at all times.</li> </ul>

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### **Bank**

- Ensure that all payment transactions received into schools are banked in a timely, safe and effective manner.
- Input of outstanding bank statement transactions into financial systems, monitor for queries or anomalies.
- Reconcile School Fund bank statements to trial balance.

### **Additional**

- Assist in the development of policy and processes for the Wraparound Provision.
- Update Childcare Voucher provision details as appropriate.
- To carry out other related duties to meet the needs of the Central Finance team, Schools and Trust.
- Support Finance team members and colleagues as appropriate to ensure Schools and Trust needs are met.
- Contribute to the overall ethos/work/aims of the Trust.
- Follow Trust policy and procedure at all times.
- Attend and participate in relevant meetings as required.
- Participate in training and development as required.