



# The Athelstan Trust

## JOB DESCRIPTION

<b>POST:</b>	<b>PAYROLL/FINANCE AND ADMINISTRATION ASSISTANT</b>
<b>REPORT TO:</b>	<b>TRUST PAYROLL AND FINANCE MANAGER</b>
<b>SALARY:</b>	<b>£19,698 - £20,493 pro-rated</b>
<b>HOURS:</b>	<b>Fulltime 37 hours per week, 41 weeks to include TD Days + 2 weeks per year, permanent Flexible hours/weeks will be considered</b>

## DUTIES AND RESPONSIBILITIES

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Chief Financial Officer.

### 1. Finance Administration

- Assist Payroll Manager with monthly payroll.
- Operation of Sage accounting system.
- Receive invoices and pass to budget holder for authorisation
- Coding of invoices, ensuring correct nominal ledger, costs center and department codes are recorded
- Scanning invoices to the central team for entering and payment
- Carrying out online purchases as required.
- Undertake general office administration duties as required.
- Co-ordinate educational visits:
  - Preparing letters to parents
  - Collecting and recording payments
  - ensuring trips are set up on Parent Pay
  - sending reminders to parents as required
- Oversight of the Evolve online health and safety programme for trips
- Collection and processing of money from non-uniform days
- Monitor stationery supplies for administrative staff, ensuring adequate levels of stock are maintained.



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- Manage voluntary funds such as Productions
- Sale of tickets for performance such as the annual school production
- Recording and banking of monies
- Returns to copyright agencies
- Responsible for school lockers:
  - Collections of locker rental fees and payment of refunds as required
  - Allocation of lockers to students and distribution of locker keys
  - Maintain up to date records of lockers allocated
  - Maintenance of lockers
- Minibuses Bookings, arranging servicing and MOT's and arranging staff driver training.
- Oversight of School uniform minimum stock levels and orders as required

## 2. Health & Safety

All staff within The Athelstan Trust are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the site management team or another member of SLT as appropriate.

## 3. Equality & Diversity

Staff employed by The Athelstan Trust are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The Athelstan Trust believes that all individuals are of equal value, and we are committed to equal opportunities for all.

## 4. Data Protection

All staff within The Athelstan Trust have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

## 5. Safeguarding & Child Protection

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

**Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Trust CEO/CFO/Board from time to time, up to or at a level consistent with the Main Responsibilities of the job.**