



**YCAT Academy Trust
Job Description – Financial Administrator**

Reports to:	Chief Financial Officer
Arrangement	Part Time – 16-18 hours per week Term time only Working Hours: Monday to Friday hours working pattern to be agreed
Location	YCAT Office at Bilton Grange Primary School, Bilton Lane, Harrogate, HG1 3BA
Salary	Band E - Scp 6-8 (£23,897 - £24,708) pro rata (£8,834 - £10,267)
Main Purpose	To provide finance and administrative support to the trust

Main Activities:	<ul style="list-style-type: none"> • Processing of Invoices, checking to purchase orders, ensuring appropriate authorisation in accordance with agreed procedures and timescales • Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received • Input of standard information to the Finance system (suppliers, debtors etc.) in accordance with procedures • Dealing with queries from suppliers, • Processing of Direct Debits and updating the recurring payment schedule • To assist with BACS payment runs • Reconciliation of Supplier Statements • Monthly reconciliation of aged creditors • Keep accurate data and financial records • To work within the parameters of the financial procedures and systems of the trust • Assist in Financial Year End Procedure as directed by the CFO • Proactively implement the trusts financial procedures manual • Provide information to auditors upon request <p><u>General</u></p> <ul style="list-style-type: none"> • Provide routine administrative and organisational support. • Undertake word processing and IT based tasks e.g Microsoft Office and Office 365
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