



JOB DESCRIPTION

Job Title: Operations & Finance Administrator

Salary: SCP 14 - 17 + OLA

Contract: Full-time (36 hours per week)

Accountable to: Chief Executive

Job Purpose:

To maintain efficient office-based operational/financial systems and accurate financial records to support the day-to-day operations of the Trust.

KEY RESPONSIBILITIES

Communication

Key tasks:

- To maintain good lines of communication with staff and clients, ensuring a high quality of customer care
- To assist in the dissemination of information to staff, parents and schools
- To deal with communications from parents, pupils, schools, and teachers by phone and email

Instrumental tuition

Key tasks:

- To maintain and update approximately 3000 computer records containing information on students, schools and teachers, including processing new applications
- To prepare and distribute timetables and registers to Associate Teachers
- To deal with pupil start-ups and withdrawals

Finance

Key Tasks:

- To maintain a record of income and expenditure under budget headings
- To assist in the production and dispatch of approximately 3000 tuition invoices per term
- To process the collection, recording and banking of monies received by bank transfer, cheque or any other means as required
- To process supplier invoices for payment as required and allocate the correct expenditure codes
- To identify and monitor late and non-payers and take appropriate action in line with RMT policies
- To assist the CEO in the provision of financial/budget reports and the development of accounting systems as required

Music Therapy

Key tasks:

To provide administrative support to the Music Therapy Department by:

- Assisting in the issuing and recording of invoices sent and processing payments received
- Administer the late/non-payers process, supporting the CEO/Head of MT as required
- Notifying parents/carers about amended or cancelled sessions as required

External Music Exams (ABRSM / TCL)

Key tasks:

To coordinate the administration of external exams, including:

- Circulating entry forms to all Associate Teachers
- Exam timetabling
- Informing parents/students of exam details
- Collating, recording and distributing exam results

Projects

Key tasks:

- To provide administrative support as and when required from project start to completion
- To provide onsite support as part of the core team during project set up/breakdown and delivery

Courses

Key tasks:

- To provide administrative support as required during preparation and in the lead up to courses (forms/fees/permissions etc.)

Events

Key tasks:

- To work with the core team to ensure the effective administration/organisation/delivery of RMT events
- To provide onsite support as part of the core team during event set up and delivery as required

General Administration

To undertake general administration tasks as required by the Chief Executive

PERSON SPECIFICATION

Qualifications/ Experience

- Maths & English GCSE grades A*- C / levels 9 - 4 or equivalent (essential)
- Experience of using spreadsheets, word processing and databases (essential)
- Experience of organising and prioritising own workload (essential)
- Degree or equivalent professional qualification (desirable)
- Experience of accounts/financial systems (desirable)
- Experience of dealing with customers/clients (desirable)

Skills/ Abilities/ Knowledge

- Ability to maintain computer-based records
- A good level of numeracy/confidence when dealing with numbers
- Ability to communicate with a wide range of people (including staff, parents, schools) both orally and in writing
- Ability to work as part of a team
- Ability to work on own initiative and take on responsibility when appropriate
- An understanding of the importance of providing high quality customer care and ability to demonstrate a strong commitment to delivering a high-quality service
- Ability to demonstrate an understanding of and commitment to equal opportunities
- Ability to demonstrate an awareness of GDPR and a commitment to comply with the RMT GDPR/Data Protection Policy

Other requirements

- Willingness to work outside normal office hours to support RMT events
- The role requires a limited amount of contact with children and young people and the successful candidate will therefore be subject to an enhanced DBS check