



## **JOB DESCRIPTION**

<b>POST:</b>	Finance Officer
<b>PAY:</b>	Grade E Scale £26,824 - £28,142 (Full time equivalent)
<b>Actual Salary</b>	£22,202 - £23,293 for 30 hours (pro rata to a fixed term contract)
<b>Responsible to:</b>	Finance Manager
<b>Hours of Work:</b>	30 hours per week, All Year Round

### **Purpose of the post and main scope of responsibility:**

To support the day-to-day financial transactional processing and reporting under the direction of the Finance Manager. Able to deputise for the Finance Manager where needed.

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- Accurately processing supplier invoices in a timely manner, ensuring all suppliers are paid correctly and to agreed payment terms. Matching invoices to delivery notes and orders. -Includes checking of BACS runs before uploading to the bank.
  - Process purchase orders in a timely manner, ensuring that all purchasing including purchase card transactions are done so in accordance with the Trust's Scheme of Delegation.
  - Handling all supplier enquiries in a timely and effective manner.
  - To maintain the integrity of the supplier information held in the financial systems.
  - Support on producing monthly management accounts for review by the Finance Manager and support year end procedures as required, examples include creating and posting certain general ledger journals, reconciling all balance sheet accounts on a timely basis etc.
  - Payroll processes, including timesheet data entry tasks. Able to fully deputise where needed for the Finance Manager. To Liaise with the payroll provider, HR and school staff to resolve queries
  - Lead on ensuring cash banking processes are accurately completed on time, and associated reconciliations, including the general ledger to bank statement reconciliation, are completed to the right standard.
  - Process sales invoices (including sports lettings, music and trampolining fees) and ensuring all monies owing are collected in a timely manner and to agreed terms.
  - Management of the cashless payment systems (ParentPay and ParentPay Shop), including setting up new billable items (trips / shop items), updating payment records, chasing up amounts unpaid and handling queries. To also include supporting the production of relevant reports to assist with pupil trips, events and visits, etc.
  - Able to assist and deputise for the Finance Manager with the preparation of statutory financial accounts and financial returns to external agencies including DfE/ESFA.

- Provide support with internal and external audit information requests.
- When required to, provide regular or ad hoc high quality timely financial information to the Finance Manager, Business Manager, school leaders, budget holders and governors.
- Support the Finance Manager in the preparation and monitoring of annual budgets and forecasts.
- Assist with the maintenance of the Trust's fixed asset register and monthly posting of depreciation entries. Ensuring that the capitalisation and depreciation policies are adhered to.
- Support the continuous improvement of the financial systems and procedures.
- Able to work flexibly within the wider Administration team as directed by the Finance Manager. Providing ad-hoc cover on the Reception desk if required.
- Provide ad hoc support to the Finance Manager as required.
- Able to provide support with the design and implementation of multi-academy wide trust financial processes as required.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher, Business Manager, Finance Manager or other senior member of staff.

No job description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed ..... (Post holder)

Date.....

## Person Specification

Area	Essential/Desirable
<b>Qualifications &amp; Training</b>	
Good general education, with GCSEs or equivalent in English and Maths (A to C / 9 to 4)	E
Degree or equivalent experience	D
Accounting qualification (Level 4 AAT or part-qualified ACCA/CIMA/ACA/CIPFA)	E
Evidence of continued professional development	D
<b>Knowledge and Experience</b>	
Experience using an accounts package for general bookkeeping, including producing accounts and management reports	E (PS/Iris Financials preferred)
Experience of school finance operations	D
<b>Skills &amp; Key Criteria</b>	
Highly developed ICT skills (including Excel)	E
Ability to prioritise workload effectively to meet deadlines	E
Ability to communicate information and ideas effectively to a wide range of audiences through excellent written and oral communication skills.	D
Ability to analyse and interpret a range of complex information.	D
Ability to work on own initiative and to organise/prioritise own workload and that of the team if needed.	D
Ability to maintain confidentiality.	D
<b>Personal Attributes</b>	
A supportive and co-operative team member with a flexible approach	E
Highly motivated showing resilience and reliability	E
A positive attitude and commitment to equality.	E
Ability to work outside normal trust hours if the need arises.	D
Ability to travel to trust academy locations as required.	D
<b>Safeguarding</b>	
Commitment to the protection and safeguarding of children and young people.	E
Acceptance and commitment to the schools safeguarding policies.	E

Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.	E
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