



## **JOB DESCRIPTION**

**POST:** Finance Officer

**RESPONSIBLE TO:** Head of Finance

**GRADE/LEVEL:** Grade 5

**CORE PURPOSE:** To work as part of the Finance Team providing an efficient, courteous and effective financial service to the Academy. To provide additional functions as directed by the Head of Finance with regard to finance and payroll.

**JOB DESCRIPTION:** The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

### **Working with the Trust's Head of Finance, the post holder will:**

- Support the implementation of the Trust's vision and values
- Ensure that the Trust's policies are promoted and adhered to
- Contribute in the development of a safe and secure learning environment
- Foster effective relationships with staff, parents/carers and students within the Trust Academy

## **SPECIFIC RESPONSIBILITIES**

### **Finance Management**

- To lead the purchase to pay process within one of the Trust's academies
- To lead the billing & invoices within one of the Trust's academies, including the management of Trust debtors
- To produce monthly management accounts reports for budget holders and provide high quality advice on financial matters as appropriate
- To prepare and make any accounting adjustments as necessary, and to monitor recharges to directorates ensuring all journal transfers are processed accurately and timely
- To assist the Head of Finance in the production of the medium term financial plan for approval by the Academies Trust
- Assist with the financial year-end process, including assisting the Head of Finance in the production of annual accounts
- To liaise and support with the internal audit function
- Manage the student and staff meals processes including banking / cash handling
- To undertake monthly bank reconciliations and control account reconciliation for all Trust accounts for the inspection and approval by the Head of Finance
- To assist in the proactive management of the Trust's contract register
- To assist the Head of Finance in writing of bids for funding as required and support in the implementation of any new government initiatives
- To assist the Head of Finance in achieving the most competitive pricing for goods and services for the Academy in compliance with best value principles
- Maintain Asset List
- To compile and distribution of ad-hoc financial reports

### **ADDITIONAL RESPONSIBILITIES**

- To assist the Head of Finance of developing appropriate financial regulations which comply with the Academies Financial Handbook and work with budget holders to ensure compliance
- Respond to all telephone calls & enquiries in a polite, professional manner and relay information to appropriate staff and students when expected to do so
- Communicate politely and effectively with staff, students, parents, carers and outside agencies
- Develop positive relationships with students, staff and Academy stakeholders
- Record & sign on receipt for deliveries to the Academy and arrange for distribution as and when required
- Routine administrative tasks as directed by the Head of Finance
- To deputise for the Payroll Officer
- Any other duties which may reasonably be expected, commensurate with the grading of the post

### **Developing Self and Working with Others**

- Take part in an annual staff performance review with line manager
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of the Trust, it must be accepted that as the Academies work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading of the post and following consultation with the post holder.

### **EQUALITY AND DIVERSITY**

The Academies are committed to equality and diversity for all members of society. The Academies will take action to discharge this responsibility, but many of the actions will rely on individual staff members embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Trust's initiatives on Equality and Diversity that will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

<b>Name of Post Holder:</b>	
<b>Signature of Post Holder:</b>	<b>Date:</b>
<b>Signature of Manager:</b>	<b>Date:</b>

## PERSON SPECIFICATION – FINANCE OFFICER

The post holder should be able to demonstrate the following minimum requirements:

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Working towards/hold Level 4 AAT qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum 2 years' experience using an accounts package for general bookkeeping, including producing accounts and management reports.</li> <li>Experience of preparing draft financial accounts.</li> <li>Experience of liaising with auditors, banks and other financial institutions.</li> <li>Experience of producing financial reports, budgets and other financial information.</li> <li>Experience of working in an office environment and supporting senior leaders within an organisation.</li> <li>ICT Systems Experience.</li> <li>Experience of payroll administration including liaison with Inland Revenue <b>(desirable)</b>.</li> <li>Experience of working in a school-based environment <b>(desirable)</b>.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Proficient in working with Microsoft packages, including Outlook, Word and Excel.</li> <li>Accuracy in reporting detailed financial information combined with skill at providing clear written commentary and overview.</li> <li>Ability to prioritise workload in order to meet deadlines whilst simultaneously dealing with a number of projects.</li> <li>Ability to plan and develop systems.</li> <li>Ability to organise, lead and motivate other staff.</li> <li>Evidence of Continued Professional Development.</li> <li>Analytical and problem solving skills.</li> </ul>
<b>Attributes and Qualities</b>	<ul style="list-style-type: none"> <li>Team Player.</li> <li>Self-motivated, well-organised and able to work on initiative.</li> <li>Excellent interpersonal skills with a proven ability to build effective working relationships with colleagues and other key stakeholders.</li> <li>Flexible approach to duties and working arrangements.</li> <li>A commitment to working as part of the whole school team, supporting the vision and aims of the school.</li> </ul>