



## Tudhoe Learning Trust

### FINANCE OFFICER

#### Job Description



Responsible to:	Finance Manager / Director of Business and Finance & Development
Responsible for:	No line management accountability
Place of work:	Your normal place of work will be the Trust Central Team Office at Tudhoe
Hours:	20 hrs (5 mornings per week)
Grade:	3
SCP:	4-6
Contract Term:	Part-time/Term Time Only

#### Role Summary

The purpose of the Finance Officer role is to support the Finance Team operation to manage the Trusts financial affairs efficiently, professionally and accurately. The Trust Finance Team provide a professional management accounting service to Trust schools (currently 7) to maximise exploitation of financial resources, ensuring value and efficiency throughout. The Finance Team play a fundamental role in the Trust's growth plan and its strategic development and meet all obligations as set out in the Academies Financial Handbook.

#### Role Duties and Responsibilities

##### General:

- Be able to work quickly and accurately
- Be a completer finisher
- Have confidence to raise queries or concerns swiftly
- Be confident to work independently
- Work collaboratively with colleagues within the Trust
- Demonstrate a professional attitude
- Communicate clearly and effectively in writing and verbally
- Be confident in the use of a telephone and email
- Be confident in the use of applications such as Word, Excel
- Have a good working understanding confidentiality issues when using sensitive data and information
- Have a good understanding of Data Protection obligations and General Data Protection Regulations 2018 (GDPR) within a Finance function.
- Be mindful of own H&S obligations - fire processes etc
- Follow Trust policy

##### Particular Responsibilities:

- Process all incoming invoices for academies and Trust
- Process and file remittances
- Prepare BACs payments as required - enter Central purchase orders, purchase and sales invoices
- Answer the telephone, respond to queries or take messages as appropriate
- Scan documents and keep accurate e-file / hard copy files
- Handle incoming mail via post and email and ensure it is forwarded quickly and appropriately



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### Person Specification



Category	Essential	Desirable	Method of Assessment
Education, Qualification & Training	Good numeracy and literacy.  5 GCSE including Maths and English at Level 4 or above (previously Grade C or above).  Part qualified management accountant AAT qualification.	Fully qualified management accountant - AAT qualification.	AF / I
Experience	3 years recent relevant experience of working within a Finance Team.  Experienced in the use of Finance IT systems.  Experience of managing a high workload.  Experience of prioritising and meeting deadlines.	Experience of working within a school or other public sector environment.  Experienced in the use of Sage for Education Finance management information software.  Understanding of The Academies Financial Handbook.	AF / I
Attitude & Ability	Understanding of the role of the finance function within an organisation.  Ability to working independently but also as part of a team.  Be adaptable and able to respond to changing conflicting priorities.	Able to demonstrate an understanding of issues relating to working with children.	AF / I
Personal Attributes	Good communication skills.  Able and willing to take part in continuing professional development.		AF / I
Other	Part time - term time only 5 morning per week		n/a