



Finance Officer – Job Description

Post Title

Finance Officer AA1198

Salary Grade

N6 (SCP20 £25,991 -SCP24 £28,672) Pro-rata actual salary £23,362 - £25,772

Hours of work

37 hrs per week Term time + 5 training days + 10 additional days
(Would consider part-time between 30 – 37 hrs per week)

Main work location

The Trust Central Finance Function is based within our Newcastle Bridges School site at Drayton Road, Newcastle, NE3 3RU

Responsible To

Finance Manager

Job Purpose:

- To undertake day-to-day financial transactional processing under the direction of the Finance Manager.
- To undertake all tasks associated with the purchase ledger processing of the Trust, including processing orders for books, stationery and equipment, matching delivery notes and paying invoices.
- To liaise with various internal and external stakeholders regarding purchase orders and invoices.
- To comply with the Trust's Financial Management Policy and the Academies Financial Handbook.

Main Duties:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Process purchase orders in a timely manner, ensuring that all purchasing is authorised and approved in accordance with the Trust's Scheme of Delegation and associated Finance policies and procedures.
2. Process supplier invoices, ensuring that all goods have been matched to purchase orders and delivery notes and are paid within agreed payment terms, including processing BACS payment runs for approval.
3. Handle enquiries from various stakeholders in connection with orders and purchase ledger. This could include enquiries from colleagues regarding orders in progress or enquiries from suppliers regarding payment of invoices.

4. Support the Finance Manager with month end and year end processes, including Bank and Petty Cash reconciliations, posting journal entries and preparing accruals schedules.
5. To record and bank any cash income received and record relevant entries onto the Trust's accounting system.
6. Raise sales invoices in respect of lettings, placements and mentorship ensuring that all income due is correctly accounted for and that all monies due are collected in a timely manner and to agreed terms.
7. To correctly account for Value-added Tax (VAT) and to prepare monthly VAT 126 reimbursement submissions.
8. Monitor departmental commitments and expenditure ensuring that Headteachers/Heads of School and delegated budget holders are provided with regular information and stay within budget.
9. To support with the collection and submission of monthly payroll claims, such as overtime and mileage.
10. To assist with the compilation of the annual audited financial statements and provide support with internal and external audit information requests.
11. To work flexibly within the wider Finance Team and provide financial support to academies within the Trust (which might include on site visits) as directed by the Finance Manager.
12. To provide other ad hoc support to the Finance Manager or Director of Finance and Operations as required.
13. To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.

Additional Information

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.