

LIPA
MULTI-ACADEMY
TRUST

Post:	Academy Finance Officer
Salary/grade:	£29,269 - £31,364 (NJC SCP 18 – SCP 22) per annum, pro rata (Dependent on experience)
Term:	37.5 hours per week (Mon-Fri) 52 weeks, permanent
Location:	Liverpool, Merseyside
Responsible for:	Finance Assistant
Reportable to:	Chief Finance Officer (CFO)

Role summary:

The post holder will work as part of the Trust's Central Team and will be responsible for efficient and effective provision of quality statutory financial information. Provide support to the Trustees, Chief Finance Officer, budget holders and other relevant stakeholders of the Multi Academy Trust. Prepare and present objective financial information in accordance with the Academy Trust Handbook and all current internal/external auditing regulations and guidelines. The role's purpose is to offer various administrative services, proactively contribute to improving the day-to-day finance operations of the Academy, managing resources to support best value and promote public accountability.

Duties and Responsibilities:

General

- As part of the Trust's Central Team, support LIPA School and LIPA Sixth Form College to deliver a quality educational provision and ensure that the Trust's objectives are met.
- Ensure that all aspects of financial operations are in accordance with best practice and reflect value for money from the public purse and the Trust remains a going concern.
- Ensure that duties are carried out in compliance with relevant legislation, guidance and Trust policies, including the Academy Trust Handbook.

Procurement

- Undertake procurement operations on behalf of the Trust including raising orders, goods received, payment of invoices & non-order invoices, direct debit expenses etc.
- Ensure that all transactions are processed and coded accurately.
- Check all claims for non-pay expenses and reimburse as appropriate.
- Process bursary expenditure in line with policy and deal with any bursary payments/queries.

- Set up new suppliers and deal with supplier payment queries.
- Prepare/discuss weekly payment runs for approval and upload to the bank.
- Where appropriate, support the CFO in negotiating, managing and monitoring contracts, tenders and agreements.
- Ensure that the Trust's Financial Scheme of Delegation in respect of quotes, authorisation etc., is complied with, and the financial controls including proper separation of duties is maintained.
- Manage Academy expenditure within an agreed budget.

Income

- Identify income due to the Trust and raise invoices as required.
- Ensure that all income is received, properly coded and accounted for.
- Contribute to income generation and identify any grants due to the Trust.
- Ensure that spend in respect of specific grants, e.g. Pupil Premium, Sports Premium is in accordance with DfE/other conditions and properly recorded and accounted for.
- Ensure all the relevant SEN income is received from LA and accounted for correctly.

Reporting & Returns

- Prepare weekly/monthly bank statement reconciliations.
- Occasional visits to Bank or Post Office for deposits/withdrawals.
- Process monthly recharges.
- Monitor use of Academy credit cards and reconcile expenditure to monthly statement.
- Prepare monthly VAT Returns and submission along with VAT Reconciliation at the year end.
- Assist with the planning, monitoring and evaluation of the budget.
- Update finance system with new budgets.
- Assist with payroll tasks including absence reporting, overtime claims and monthly payroll journals.
- Process accruals, deferred income and prepayments journals.
- Maintain fixed assets register.
- Regularly update and maintain utilities/energy usage information.
- Prepare monthly management accounts.
- Manage the income and expenditure of each financial project, i.e. capital analysis, EHCP and grants, etc.
- Manage income and expenditure of school/college trips, school dinners, etc.
- Support the completion of any returns required by the DfE, LA etc.
- Support the maintenance of the Trust's Gifts and Hospitality Register.
- Support the maintenance of the Trust's Contracts Register.
- Other general finance duties, e.g., dealing with finance post and inbox, checking supplier statements, maintaining finance filing, helping parents with queries.
- Other ad hoc duties as required.

Review & Scrutiny

- Prepare, assist and co-operate with termly ISRs, annual audits and provide any information legitimately requested.
- Implement any recommendations agreed to by the Trust.

Advice & Guidance

- Deal with finance queries from staff, suppliers and other 3rd parties in the first instance and escalating issues to the CFO where required.
- Provide advice and guidance to staff in respect of procurement and income.

Policy & Trust Development

- Support the Chief Finance Officer to prepare and update financial policies across the Trust.
- Monitor and contribute to the organisation and development of finance within the Trust.
- Maintain an awareness of changing financial practice, statutory guidance and best practice.
- Support the CEO/CFO to develop services offered by the Trust's Central Team.
- Undertake specific projects under the direction of the CEO/CFO.

Additional Duties

The post holder will:

- Comply with any reasonable request to undertake work not specified in this job description which is commensurate with the post holder's salary grade, abilities, and aptitudes.
- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety,

security, confidentiality, and data protection and should report any concerns to an appropriate person.

Note:

- The post offers a level of flexibility/opportunity for occasional homeworking, as agreed by your line manager, in accordance with the needs of the service.
- There may be occasions where travel between sites to meet the needs of the service/role may be necessary (e.g. Core Team meetings, training etc.).

Person Specification

Criteria	Essential	Desirable	Assessed by
Knowledge / Skills	<ul style="list-style-type: none"> • Ability to work independently and have strong organisational skills. • Be emotionally resilient and to be able to work in a challenging environment. • Excellent IT skills, especially in Excel and Word. • Exceptional attention to detail. • Good interpersonal skills. • Effective verbal and written communication. • Ability to prioritise own workload and work to deadlines. • Previous experience in a finance related role. 		(A) (I) (C)
Personal / Other Relevant Attributes	<ul style="list-style-type: none"> • Commitment to the maintenance and improvement of quality service provision. • To achieve goals and targets. • Ability to work under pressure and meet deadlines. • Set consistently high experiences of self and others. • Self-motivated. • Ability to be on the experience, advice and contributions of others. • Ability to be flexible and adaptable. • A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills. • Resilient and determined to achieve goals and targets set by the CEO/CFO. • Commitment to the highest standards of child protection. 		(A) (I) (C)
Commitment to Safeguarding Children	<ul style="list-style-type: none"> • Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. • Displays commitment to the protection and safeguarding of children and young people. • Values and respects the views and needs of children and young people. 		(A) (I) (C)
Education	<ul style="list-style-type: none"> • Have a business or accountancy qualification and hold membership of a relevant professional body. 		(A) (I) (C)
Experience	<ul style="list-style-type: none"> • Maintain continuing compliance and adherence to policies, procedures and codes of practice and awareness of relevant legislation. • Previous experience of successful work in a school, sixth form or college. Experience of using accounting software's namely, Xero, Approval Max, Budget Planning, EduPay or similar. 		(A) (I) (C)

