

## Cluster Finance Officer

**Salary:** £24,203-£32,832 plus benefits including: Local Government Pension, Health Care Cash Plan, Generous Staff Discount scheme, at least one personal leave day per year.

We are seeking to appoint an experience Finance Officer from January 2025. The successful candidate will work in liaison with the finance lead in each academy to ensure that financial transactions and internal controls are accurately recorded and reported in line with United Learning's finance policies and procedures.

The successful candidate must:

- Have experience within a finance / accounting role
- You can work accurately with a strong attention to detail
- Excellent organisational and time-management skills
- Strong communication skills, both written and verbal
- A commitment to confidentiality and professionalism in all aspects of financial management

### Rewards and Benefits:

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

More pay...	more time...	and more support
<ul style="list-style-type: none"><li>• We pay an average of 5% above national scales – the best rates of pay in the sector.</li><li>• Cash towards medical treatment.</li><li>• Generous staff discount scheme.</li></ul>	<ul style="list-style-type: none"><li>• Three extra INSET days for planning.</li><li>• At least one personal day a year.</li></ul>	<ul style="list-style-type: none"><li>• Great training for your career.</li><li>• Exceptional curriculum resources.</li><li>• Expert subject advice.</li><li>• Support for your wellbeing.</li></ul>

**Closing Date:** 11<sup>th</sup> December 2024

**Interviews:** W.C. 16<sup>th</sup> December 2024

### United Learning – Lancashire Cluster

The Lancashire Cluster is made up of 3 schools, Accrington Academy, Marsden Heights Community College and The Hyndburn Academy. United Learning is a large, and growing, group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our Group-wide intranet, our own curriculum, and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

## JOB DESCRIPTION CLUSTER FINANCE OFFICER

<b>Hours of work:</b>	37.5 hours per week	<b>Contracted weeks:</b>	52 weeks
<b>Supporting work/life balance:</b>	5 Inset days per year, plus an additional 3 planning days, at least one personal day per year		
<b>Reporting to:</b>	Executive Business Manager		
<b>Remuneration Package:</b> £24,203-£32,832 plus benefits including: Local Government Pension, Health Care Cash Plan, Generous Staff Discount scheme, at least one personal leave day per year.			

### Post:

- **Cluster Finance Officer**

### Role Purpose:

To work in liaison with the finance lead in each academy to ensure that financial transactions and internal controls are accurately recorded and reported in line with United Learning's finance policies and procedures.

The Cluster Finance Officer will carry out their role and responsibilities in a manner which is in keeping with the values and vision of each academy within the Cluster.

The postholder will support the financial management function to ensure processes are compliant with United Learning's policies and procedures and statutory and regulatory requirements.

### Main Duties and Responsibilities:

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

- Work closely with the Finance lead in each academy to support the adequacy and application of internal controls within the finance function and in-line with the requirements of United Learning's policies and statutory and regulatory requirements.
- Undertake routines and reconciliations to support the finance function to meet the processing and reporting requirements for the Cluster.
- Undertake month end processing as directed in-line with the operating procedures of the Cluster ensuring accuracy and completeness of tasks to meet United Learning's accounting obligations.
- Administer income/receipts receivable and expenditure relating to the Cluster.
- Support payroll reconciliation processes where required.
- Contribute to the development of an effective, customer focused finance support service which is characterised by high standards of delivery.
- The postholder will undertake the necessary work associated with internal and external audit.

### Financial Management and Reporting

- Maintain financial records in-line with United Learning's financial policies and procedures.
- Effectively administer processes relating to ordering, invoicing, month end and re-forecasting.
- Administer and produce month end reports for each academy's account holders.
- Support with financial queries and signpost where appropriate ensuring compliance to United Learning policies.
- Process orders in a timely manner to support the requirements of each academy within the Cluster, ensuring associated goods received notes are administered and securely stored within the finance system.
- Monitor invoice payment due dates in-line with policy.
- Liaise and respond to creditors and debtors in relation to effective administration of orders and invoices.
- Ensure the effective administration, monitoring and reconciliation of academy procurement cards ensuring that usage is compliant to financial policies and procedures.



- Ensure accurate reconciliation of receipts and payments.
- Assist the Finance Leads with other appropriate tasks as directed.
- Ensure compliance to external bodies including HMRC.

### **Budget monitoring and forecasting**

- Assist with the effective monitoring of academy budgets and forecasting.
- Support academies with routine budget queries.

### **Personal Competences**

- Ability to contribute to the development of financial systems.
- The postholder will be required to evidence through actions the level of knowledge of services within each academy.
- Actively seek to maintain and develop knowledge in appropriate areas.
- Skilled in the management and troubleshooting of finance related systems.
- Support new academies joining the Cluster with system implementation, training and understanding of United Learning policies.

### **General Duties and Responsibilities:**

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in-line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Represent the academy at events as appropriate.
- Support and promote the academy and United Learning's ethos, contributing to strengthening relationships between academies in the Cluster and between the Cluster and central office.
- To be aware of and comply with United Learning policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and Data Protection, reporting all concerns to the appropriate person.
- To actively participate in Continuous Professional Development (CPD) and act as a positive role model across the academies and United learning.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Principals.
- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required.

### **Information**

The need to adapt working hours around the business need of the academies and Cluster is an expectancy of the job role.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder. Elements of this job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

**Rewards and Benefits:**

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This job description is current at the date shown but following consultation may be changed by the Head teacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

## PERSON SPECIFICATION

**Job Title:** Cluster Finance Officer

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Proven financial reporting and accounting work experience to support the level of skills, knowledge and understanding required to fulfil the requirements of the role.	X	
High level of literacy and numeracy to support delivery in the role.	X	
A good understanding of Microsoft Office and in particular, user of Excel at advanced level.	X	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of supporting financial management with experience of managing own workload, meeting deadlines and setting priorities.	X	
Self-reliant with an ability to independently problem solve, yet be aware of own limitations and know when to seek help	X	
An understanding of, and the ability to establish, controls and processes to ensure the safe keeping of the financial resources of the organisation.	X	
Ability to produce clear and concise written financial reports together with the ability to explain financial information clearly and concisely to people with little financial knowledge.	X	
Be accurate, pay attention to detail and have a systematic approach.	X	
Experience of producing budgets and monthly management information		X
Experience of producing reports for a variety of requirements, including trial balance, management accounts and annual statutory accounts and year end audits.		X
Clear understanding of confidentiality and data protection principles.	X	
Experience in an accounting or financial role	X	
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good knowledge of effective financial management.	X	
A high degree of interpersonal skills to ensure effective communication at all levels.	X	
Excellent written and verbal communication skills.	X	
Ability to effectively use monitoring and reporting systems to ensure statutory and organisational reports are delivered and actioned.	X	
Understands and uses organisation systems to report on compliance and performance issues and action failures at the appropriate level in the organisation.	X	
Ability to effectively contribute to the review and development of organisational policy.	X	
Ability to effectively use monitoring and reporting systems to ensure statutory and organisational reports are delivered and actioned.	X	
<b>Management</b>	<b>Essential</b>	
Acts as a role model for professional behaviour and good practice.	X	
Sets the pace for action and demonstrates commitment to achieving goals.	X	
Actively supports the implementation of improved systems and processes.	X	

<b>Teamwork</b>	<b>Essential</b>	<b>Desirable</b>
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and cooperates with colleagues.	X	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
High levels of discretion, confidentiality, and awareness of Data Protection.	X	
High levels of personal and professional integrity.	X	
A facilitative approach to problem-solving and a 'can do' mindset.	X	
Good written and verbal communication skills.	X	
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	
Ability and willingness to travel regularly to locations within the Cluster.	X	

The Lancashire Cluster of Schools are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The academy's are committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment.