

Location: TLLT Central Team
Post Title: Finance Officer
Salary: Grade H – I Point 16 – 24
Responsible to: CFOO
Finance Manager

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

The Finance Officer will provide comprehensive financial support to the Trust's schools by managing day to day accounting tasks, ensuring compliance with financial regulations, producing accurate financial reports, and collaborating with Trust and school leadership to maintain effective budget management across all academies within the Trust, all while adhering to the Trust's financial policies and procedures.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

FINANCIAL SUPPORT:

- Assist in processing and maintaining accurate financial records across all ledgers
- Advanced use of the Trust Finance system to ensure compliance, effective financial management and sharing best practice
- Develop and build effective financial reporting mechanisms translating complex information for a wide range of stakeholders to support the production of monthly management accounts
- Support year-end preparations
- Support with preparation of monthly management for all trust schools
- Support the bank reconciliation process with banking journals
- Complete balance sheet reconciliations
- Completion of all month end journals and schedules including prepayments, accruals, deferred income, accrued income and depreciation charges
- Analysis of Key Performance Indicators and benchmarking data
- Support across the Trust in any financial queries they may have and advise in line with Trust finance policies and procedures
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COMPLIANCE:

- Demonstrate a proactive awareness of, and vigilant approach to, the Academy Trust Handbook, TLLT Finance Handbook, Scheme of Delegation, TLLT finance policies and other regulatory frameworks to ensure overall Trust financial compliance, escalating more complex issues to senior finance staff
- Support updates of TLLT Finance Handbook and other finance policies as directed
- Maintain relevant sections within the TLLT Business Guide, ensuring compliance across all schools
- Support with preparation for audit self-assessment, internal and external audit
- Support the development of training materials for the SBM Training and Development program

COMMUNICATIONS:

- Monitoring of central communication channels to co-ordinate effective finance provision across all Trust schools

- Second point of contact for finance queries and requests from Trust schools, escalating complex issues if required
- Proactively advocate the Trust's value for money culture

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the CEO, CFOO and Finance Manager.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.