



The Diocese of Ely

ACT Multi
Academy
Trust
**Agapé, Courage
Thankfulness**



Job Title:	Finance Officer
Location:	ACT Trust Office (potential hybrid and occasional travel to our other academies)
Hours:	37 hours (Flexible)
Weeks:	Term time plus 4 weeks
Duration:	Permanent
Salary:	23-25 depending on experience
Responsible to:	Chief Financial Officer

Role:	Provide financial support for the successful operation of all academies within the trust
Purpose of the job:	To assist the CFO in supporting, processing and preparing accounting data for all academies within the trust

Responsibilities and Accountabilities:

- Prepare monthly supplier payment runs including e-mailing remittance advice to suppliers
- Assist School Business Managers and CFO with the preparation of month end accounts and re-forecasts
- Prepare reconciliation of balance sheet control accounts
- Support Headteachers/CFO by providing concise and regular budget reports to assist with monitoring.
- Daily and monthly procedures and transaction processing in connection with the accounting system including monthly reconciliation of control accounts.
- Oversee and post entries into the Nominal Ledger
- Reconcile the bank statements daily and assist with the planning of cash flows
- Review payroll month end and prepare and input payroll journals for the central team
- To support the CFO in the preparation of the annual BFR submission to the DfE, whilst keeping abreast of DfE and legislative changes within the education sector.
- To prepare the periodic VAT returns after a thorough review of the VAT reports.
- To assist in the creation of and then own the Fixed Asset register with close collaboration with the CFO.
- Ensure that the Trust's financial procedures are always adhered to, concerning payment authorisations, and ensuring that orders do not exceed Budget Holder's financial limits. Wherever possible, help Budget Holders to understand their budget, commitment, and available spending positions
- Oversee that Sales Ledger receipts are banked promptly and accurately recorded against the correct account
- Ensure effective credit control procedures are in plan i.e. any monies owed to the location that are overdue are chased up
- Reconcile receipts and post them to relevant income codes
- Assist the CFO to monitor income from sales/activity by ensuring that all invoices are raised as soon as possible. Receipts must be banked and entered onto access promptly



Support for Location/Academy/Place of work:

- Hours and weeks worked flexible; options include full time hours across termtime plus 4 weeks, or reduced hours across the whole year
- General admin tasks for the trust
- Attend meetings/events as required
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and partners/customers
- Adhere to the Trust values
- Follow Trust policies, practices, and procedures
- Contribute to the maintenance of a safe and healthy environment
- Ensure new budget holders are trained to use the Access Finance and Budgets system
- Main place of work would be the Trust office at Buckden Primary Academy, with an expectation of occasional travel to (but not limited to) any other academy within the trust

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal and professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which can contribute to improvements in the daily running of the Trust
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice
- Participate in an induction programme

Child Protection and Safeguarding

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and wellbeing of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.





Person Specification: Finance Officer	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	5 GCSEs passes or equivalent including English and Maths	✓		A
2	Qualification in Accounting		✓	A
3	Qualification in the use of IT systems		✓	A
Experience		Essential	Desirable	Assessment
4	Experience in working in an administrative or accounting environment	✓		A/I
5	Experience of working in an educational setting		✓	A/I
6	Experience in working with external agencies		✓	A/I
7	Proficient in data entry and management	✓		A/I
Knowledge and understanding		Essential	Desirable	Assessment
8	Knowledge of the concept of confidentiality	✓		I
9	Awareness of child protection issues	✓		I
10	Knowledge of accounts payable/receivable	✓		A/I
11	Knowledge of general accounting procedures	✓		A/I
12	Knowledge of office administration and procedures	✓		S/I
13	Knowledge of general bookkeeping procedures	✓		A/I
14	Knowledge of Access accounting software or equivalent		✓	A/I
Skills and abilities		Essential	Desirable	Assessment
15	Organising and prioritising	✓		I
16	Attention to detail and accuracy	✓		I
17	Information management skills	✓		I
18	Good verbal and written skills	✓		I
19	Problem analysis and problemsolving skills	✓		I
20	Strict adherence to regulations, procedures, and practices	✓		I
21	Ability to meet deadlines	✓		I
Personal Qualities		Essential	Desirable	Assessment
22	Willingness to undergo further training and development	✓		I
23	Positive and enthusiastic approach toward work	✓		I
24	Ability to act on own initiative	✓		I
25	Kindness and empathy towards students and colleagues	✓		I
26	Ability to work as part of a team effectively	✓		I
27	Adaptable to changing working patterns and practices	✓		I
28	A presence and strength of character that promotes calm in a busy and demanding environment	✓		I
29	Commitment to working with other staff as part of a team ultimately responsible for supporting the process of teaching and learning	✓		I
30	Ability to work on own for much of the time, but integrate with the wider office team	✓		I
31	Personable and well presented	✓		I
32	Desire to learn and take on new challenges	✓		I
Child Protection		Essential	Desirable	Assessment
33	Support the Trust's policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
34	Flexibility of working hours	✓		A/I

