

JOB DESCRIPTION

Job title	Finance Officer
Grade	Grade 3 (point 9-22)
Responsible to	Trust Financial Accountant
Purpose	To oversee the day-to-day financial processing of the Trust, ensuring compliance with the requirements of the Academies Trust Handbook. To ensure high standards of financial probity and value for money within the Trust.
Effective from	March 2025

Summit Learning Trust Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

Key Responsibilities

- To complete as part of a team the processing of purchase orders and invoices liaising with Academies and suppliers to resolve queries and workflow issues.
- Ensuring that records maintained are suitable for audit.
- To advise on monthly commitments, additions and deletions of orders and/or invoices in support of month end processing.
- Oversee the timely posting of all Trust cashbook transactions.
- To make sure that sales invoices for services are raised promptly and complete monthly debtor reconciliation.
- To process authorised credit card transactions onto the finance software and ensure that all supporting paperwork is present.
- To ensure that approved procedures are followed in ordering, receipting and authorising purchases of goods and services and advise members of staff.
- To make sure that invoices for services are raised promptly and complete monthly debtor reconciliation.
- To inform line manager of changes to supplier information, ensuring bank details are updated and supporting paperwork is filed in line with these changes.
- To undertake training and development relevant to the post and in line with the academy's priorities.
- To undertake any other reasonable duties commensurate with the grade as directed by the line manager.

General Duties

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace.
- Take part in the Trust's Professional Development and Performance Review Scheme.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job Description issued by the Director of Finance:	
Copy received by:	
Date:	