

## Job Description

Post Title	Cluster Finance Officer
Responsible to	Finance Manager
Contract	Full time
Hours	37.5 hours per week, 52 weeks per year
Salary	£28,000 – £32,000
Job purpose	<p>To provide finance support to management and undertake key daily and monthly tasks related to finance and administration.</p> <p>To deliver an efficient and effective finance administration service to the schools in the Cluster, in line with relevant policies, ensuring compliance and professionalism in all aspects of the finance service across the East London Cluster.</p> <p>To ensure the academies make the best possible use of resources through effective planning, considering all financial and other resource implications.</p> <p>To work within the wider administration team and support administrative functions as needed, fostering a culture of teamwork and mutual support across the school community.</p>

## Role Summary

The Finance Officer will provide professional finance advice and leadership on operational and transactional finance activities across a Cluster of 5 academies, ensuring effective management of both strategic and day-to-day finance functions. The role involves overseeing all aspects of finance, including reconciling transactions, processing invoices and orders, managing the sales and purchase ledger, issuing sales invoices, and preparing accurate financial reports while ensuring compliance with financial regulations and laws.

Working closely with the Finance Manager, Principals and the wider Team, the Finance Officer will ensure that finance related matters are prioritised and managed consistently and effectively, providing advice and guidance on policies and best practices.

## Key Responsibilities

While not exhaustive, the following outlines key responsibilities of the role.

### Main Responsibilities

- Ensure the efficient processing of supplier invoices, including appropriate authorisation, accurate coding, and timely payment via BACS.
- Reconcile supplier statement by requesting and processing outstanding invoices.
- Manage an efficient procurement system within the Cluster, regularly maintaining and reviewing outstanding orders.
- Oversee the sales ledger process, including charging, invoicing, and credit control, in accordance with the school's sales ledger systems.
- Communicate budget positions effectively to management, ensuring transparency and accuracy.
- Bank all school income and ensure all receipts are accurately recorded and accounted for.
- Perform bank reconciliation for all schools within the Cluster, investigating and resolving exceptions promptly.
- Complete month-end checklists, analyse and review reposts, escalate issues to the Finance Manager (FM), and take necessary steps to resolve them.
- Support the coordination and administration of premises letting (internal and external) in adherence to related policies.
- Monitor school budget expenditure, perform account reconciliation, and provide insights to management.
- Adhere to and enforce academy accounting procedures set by the academy and Central Finance Team, ensuring staff with delegated authority comply with these rules.
- Assist in preparing financial returns and audits for the Central Finance Team and external agencies, ensuring compliance with statutory deadlines.
- Establish and maintain efficient and effective administrative arrangements and procedures within the schools.
- Support the maintenance and sourcing of best value products and services, regularly reviewing contracts to avoid unnecessary expenditure and monitor spending.
- Provide assistance to other departments within the scope of the role as required.
- Oversee the delegation of financial tasks, offering training and support to staff as necessary.
- Assist the FM in maintaining accurate records of schools' assets within the asset management system.

### General

- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To ensure compliance by self and others with all health and safety policies and procedures.
- To establish constructive relationships and communication with contractors and other agencies/professionals.

- To attend and participate in regular meetings.
- To support the Finance Manager with projects, and on financial and accounting matters tasks when required
- To treat all users of the school with courtesy and consideration.
- To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

#### **Other**

- To undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- The post holder is expected to split their working time between each Academy in the cluster, and to periodically attend meetings or training at other United Learning schools or locations, therefore an element of travel is required within the role.
- This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy.

#### **Culture**

- To support the school's values and ethos by contributing to the development and implementation of policies, practices, and procedures.
- To help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school culture and ethos that is utterly committed to achievement.
- To support and work in collaboration with colleagues and other professional in and beyond the school.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).

**This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.**

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.**



## Person Specification

Education and Qualification	Essential	Desirable
AAT or equivalent		✓
Level 2 qualification in English and Maths		✓
Administration/ Customer Service		✓
Experience	Essential	Desirable
A minimum of two years of experience in a Finance role.	✓	
Confidence in working within demanding and fast-paced environment.	✓	
Proven experience in an operational or transactional finance role, including audit, compliance, and finance processes, ideally in a multi-site organisation or a similar setting.	✓	
Evidence of commercial and organisational awareness with the ability to provide effective Finance advice within this context.		✓
Experience in clerical and administrative duties and delivering excellent customer service		✓
Knowledge and Skills	Essential	Desirable
Strong understanding of finance administration systems, policies, and procedures.	✓	
Commitment to finance principles and effective financial management.	✓	
Strong problem-solving skills, with the ability to resolve complex issues effectively and efficiently.	✓	
Ability to use initiative and interpret needs/ issues with minimal information.	✓	
Skilled in monitoring compliance, producing reports, and ensuring procedures are adhered to.	✓	
High standards of attention to detail.	✓	
Organised and methodical approach to work.	✓	
Ability to maintain efficient record-keeping system.	✓	
Producing high standard work and effectively organising tasks.	✓	
Ability to build positive rapport with staff and maintain confidentiality.	✓	
Effective team working with a flexible and supportive attitude.	✓	
Ability to provide guidance, advice and support to staff and stakeholders.		✓
Excellent computer skills for accurate data input.	✓	
Proficiency in ICT packages, particularly Focal and Dimensions.		✓
Experience using ARBOR including data manipulation and report writing.		✓
Personal Attributes	Essential	Desirable
Genuine ability to prioritise, multitask and balance a demanding and variable workload	✓	
Demonstrates the highest level of confidentiality and discretion when handling sensitive information.	✓	
Good interpersonal skills, with the ability to build positive working relationships with stakeholders at all levels.	✓	
High levels of personal and professional integrity.	✓	
Adaptable and resilient, with a proactive and solution-focused mindset.	✓	
Commitment to Child Protection, Health & Safety, Equal Opportunities, and safeguarding practices.	✓	

Job Description Agreement:

Signed by:

Name:

Date: