



# T.E.A.M EDUCATION TRUST

## JOB DESCRIPTION: Finance Officer

**Contract:** 1 x Fixed-Term (Maternity Leave Cover), 37 hours per week

1 x Fixed-Term (Part-time), 16 Hours per week

**Weeks:** 52 weeks per year

**Pay Scale:** Grade 7-8 (£20,745 - £25,128, dependant on experience)

**Responsible to:** Chief Finance Officer

### Key Responsibilities

Your main role will be to undertake the day-to-day operational financial administration of the Trust and schools' finances.

### Core Requirements of the post.

#### Finance:

- Undertake the accurate accounting of all aspects of academy finance in line with financial regulations.
- Understand all aspects of sales & purchase ledger function:
  - Purchase order - ensuring the efficient ordering and ensure value for money
  - Goods receipt,
  - Supplier invoices processing and statement reconciliation
  - BACS processing,
  - Sales invoicing and income receipt
  - Preparation of VAT claims
  - Bank reconciliation
  - Analysing funding stream, to ensure they are correctly accounted for i.e. Income/expenditure streams for academy services; after-school clubs, class Visits/visitors and wrap-around care.
  - Assisting the CFO in budgets preparation and updates
  - Analyse Parent Pay and Credit Cards transaction
  - Assisting in Audit preparation
  - Payroll submission

#### General

- Have excellent time management and organisation skills
- Ability to prioritise and work to deadlines
- Is a team player who can work effectively without direction
- Have an eye for detail

## Whole School Ethos

- Establish a safe and purposeful learning environment
- Contribute to, or respond in a timely manner with respect to child safeguarding procedures
- Make effective use of all resources, including ICT and personnel
- Contributes towards the School's Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
- Understands and works to the expectations set out within the Trust/school policies.
- Use the performance management process to drive school improvement through the raising of standards of teaching and learning
- Promote the wider aspirations of the school

## Professional Development and Benefits

- TEAM Education Trust have our staff at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.
- We look for talented individuals who are committed to ensuring that every child has access to the best possible education and someone who shares our vision and values
- In addition to the opportunities for career progression, training and development, we also offer a competitive benefits package which includes our generous Pension Scheme and holiday entitlement, Wellbeing and many other benefits.

## Safeguarding and Child Protection

- Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.
- Displays commitment to the protection and safeguarding of young people.
- Values and respects the views and needs of young people.
- Is willing to work within organisational procedures and processes and to meet required standards for the role.

## Equal Opportunities

TEAM Education Trust is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.