



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **FINANCE OFFICER**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Provide support to the Finance Business Partner and Business Manager with regards to the resource and business functions of the school.
2. Provide administration for all aspects of financial governance in school.
3. Provide operational financial management for the school.
4. Contribute to the development and maintenance of financial systems and processes.
5. Document transactions, process invoices and orders.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1. Relationships**

- 1.1 Work closely with the Finance Business Partner to ensure smooth operation of all finance matters
- 1.2 Provide financial support to team members, where required

###### **2. Financial Management**

- 2.1 Ensure the financial transactions of the school are up to date to ensure accurate budget monitoring, and in line with the Financial Management Handbook.
- 2.2 Ensuring the School's financial procedures, and appropriate, clear policy guidelines are in followed in all areas of operation.
- 2.3 Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- 2.4 Oversee the ordering, receipt of goods and authorisation of payments through the school's financial system. Ensure swift payment of invoices.
- 2.5 Ensure the cashflow for the school is managed effectively.
- 2.6 Provide support to the Finance Business Partner in relation to external and internal audits as and when required.
- 2.7 Provide a robust income collection process and ensure all monies are received and banked in a timely manner and recorded correctly.
- 2.8 Carry out bank reconciliations on the accounting system (PS Financials) when required.

- 2.9 Assist with the preparation of information for monthly VAT126 claims to enable submission in a timely manner to the HMRC.
- 2.10 Input accounting data into the accounting system with speed and accuracy.
- 2.11 Assist in the production of financial statements, preparation of spreadsheets, reports and correspondence as required.
- 2.12 Plan, organise and manage own workload to ensure contribution to the school's monthly financial reporting process is achieved in a timely and accurate manner.
- 2.13 Resolution of finance related queries.
- 2.14 Provide Finance Training to all staff with financial responsibilities based on the school finance manual.
- 2.15 Assist with end of year preparation and procedures.
- 2.16 Any other duties that may be deemed appropriate to this role.
- 2.17 Support the Finance Business Partner to ensure that their responsibilities to the school are effectively undertaken through, as appropriate, delegation to yourself. Many of these will be listed within this Job Description; however, due to the nature of the role support in other aspects may be required with appropriate support and direction.

### **3. Governance**

- 3.1 Support the Finance Business Partner in the timely production of reports and data for the Business Committee and Local Governing Body.

### **4. Other Responsibilities**

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.
- 4.5 Support any other business support needs as may be reasonably required by the Principal or Business Manager.

### **5. Records Management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
<b>QUALIFICATIONS</b>				
1.	A degree qualification or equivalent.	E	✓	
2.	Working towards a professional qualification in Accountancy.	D	✓	
3.	Evidence of continuous professional development.	E	✓	✓
<b>EXPERIENCE</b>				
4.	Financial administration within a school setting.	E	✓	✓
5.	A minimum of two years finance experience.	E	✓	✓
6.	Experience of the PS Financials accounting package	D	✓	✓
7.	Experience of managing finance and admin systems and procedures.	D	✓	✓
8.	Good knowledge of effective IT administration systems.	E	✓	✓
9.	Good knowledge of financial procedures and regulations.	D	✓	✓
10.	Ability to prioritise conflicting demands & thrive under pressure.	E	✓	✓
11.	Ability to take a problem-solving approach to tasks, and develop well thought through, valid and financially sound solutions.	E	✓	✓
12.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	✓
13.	Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
14.	Ability to use management information systems; and be able to transfer the experience of using one system to another similar system if needs be.	E	✓	✓
15.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
16.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
17.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
18.	A passionate belief in the school's mission statement.	E	✓	✓
19.	Strong team working skills.	E	✓	✓
20.	Highest levels of professional and personal integrity.	E	✓	✓
21.	Excellent interpersonal skills.	E	✓	✓
22.	Personal resilience, persistence and perseverance.	E	✓	✓
23.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
24.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.	E	✓	✓
25.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
30.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
31.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓