

## Finance Officer

### Job Description

---

<b>Post title</b>	Finance Officer		
<b>Reports to</b>	Chief Finance Officer		
<b>Location of the post</b>	Core Central Team	<b>Grade</b>	5

---

#### Main Purpose of the Post

1. To operate, maintain and develop the Trust accounting procedures and systems, in cooperation with the CFO, ensuring that legal and Trust procedural requirements are adhered to.
2. To support the Accounts Payable Manager and the Finance Managers with their roles.

#### Main Duties and Responsibilities

##### Finance

1. Ensure records and controls are maintained as required by the Trust Auditors, recognising the requirements of the DfE and the Academies Financial Handbook.
2. Undertake day-to-day operation of the Purchase Ledger records using the Trust financial systems.
3. Develop effective professional relationships with heads, Senior Leaders, School Business Managers, Trustees and the wider Trust staff to ensure excellent customer service and a helpful attitude is always provided.
4. Assist Finance Managers in day-to-day activities.

5. Reconcile supplier statements.
6. Liaise with suppliers in order to resolve complex financial and administrative queries that may arise.
7. Attend relevant meetings and carry out any other relevant accounting tasks as directed by the CFO.
8. Recording financial transactions
8. Producing and processing payment runs for the trust and schools.
9. Invoicing deliveries and paying vendors for their goods and services
10. Preparing purchase orders in accordance with requests for materials centrally
11. To work within the framework of statutory and the school's accounting and HR procedures.
12. To always apply the highest standards of accountability, ethics and confidentiality to all work practices.
13. To always maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
14. Filing historical records and retrieving necessary documents as needed for others.
15. Preparing information for external auditors and inspectors as needed
16. Providing administrative and clerical support as needed
17. Ensure the school's financial and HR data is held confidentially, securely and is backed up as required.
18. Undertake other tasks as reasonably correspond to the grade and the general character of the post.
19. Where appropriate be directed to support other central departments as part of personal development

#### Decision Making

When to escalate a query to supervisors.

#### Contacts and Reason for the Contact:

##### **1. Within the Trust**

Responsible for developing effective relationships with colleagues across the trust including Heads, senior leaders, school office/finance managers.

Manage employee queries.

## 2. With External Bodies to the Trust

Trust auditors

Manage customer and supplier queries.

Local Authority/EFSA/DfE

Other external bodies

### Risks to health

**Physical demands** – not applicable

**Working conditions** – not applicable

**Emotional demands** – not applicable

## Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
EXPERIENCE	Work experience as a finance assistant, finance officer or similar.	AF, I	Experience of using finance systems	AF, I
	Experience of using MS Office	AF, I	Experience of working in an educational environment.	AF, I
	Experience of undertaking a range of administrative tasks.	AF, I	Experience of working in an administrative environment.	AF, I
			A basic understanding of accruals and prepayments	AF, I, R
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	R, I	Knowledge of accounting and bookkeeping procedures.	AF, I, R
			Knowledge of Sage Intacct	AF, I, R

SKILLS	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	R, I		
	<p>Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people</p> <p>Highly developed communication skills including the ability to communicate difficult and complicated information effectively with staff at all levels within the Trust</p>	<p>R, I</p> <p>AF, I</p>		
PERSONAL QUALITIES	<p>Ability to work under pressure</p> <p>Ability to prioritise and plan to ensure completion of tasks</p> <p>Ability to work to high levels of accuracy and confidentiality</p> <p>Good interpersonal skills</p> <p>Ability to use MS Excel (creating spreadsheets and using financial functions)</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>	Ability to take initiative and work independently	AF, I
QUALIFICATIONS	<p>GCSE 5 A*-C</p> <p>Recent and relevant Level 3 Qualification or a willingness to work towards</p>	<p>AF, C</p> <p>AF, C</p>	AAT Technician	AF

OTHER REQUIREMENTS	Willingness to be flexible and work to meet the best interest of the Academies Trust	AF, I		
-----------------------	--	-------	--	--

\*Key: AF=application form; I=interview; T=test; P=presentation; R=references