

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: Finance Officer

DEPARTMENT: Trust Headquarters

SALARY RANGE: Grade 7

REPORTING TO: Senior Accountant

RESPONSIBLE FOR: Finance Administrator

LIAISING WITH: CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main purpose:	<p>To provide operational financial support including financial systems-based solutions in respect of trust schools.</p> <p>You will be centrally located with the Trust's finance team and be required to travel out to the allocated schools to manage the Finance Administrators on site which includes the responsibility for reconciling the cash transactions in school. You will report to the Schools centralised accountants and have contact with the School's Headteacher.</p> <p>You will work in accordance with the practices and procedures of the Invictus Education Trust, being familiar with the Trust's Financial Procedures and the ESFA's Academies Trust Handbook, using your initiative to resolve straight forward of a financial nature as directed within the procedures. This will ensure that the financial processes of the school meet the highest operational and compliance standards as required by legislation, the Education Skills and Funding Agency and best practice.</p> <p>You will be supporting the achievement of successful, educational and community outcomes for the school, its staff, students and the local community. You will be required to work during some school holiday periods, which will include working</p>
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	during part of August in preparation for the financial year end.
MAIN DUTIES:	
General Duties	<p>To ensure the efficient, effective, accurate and timely recording of all financial transactions relating to school activities are maintained using the Trusts integrated financial information systems (such as PS Financials and Tucasi Booking Pro systems).</p> <p>Uphold good governance and ethical behaviour, including good accounting practices in the finance function, and ensure the Trust upholds good accounting, reporting and internal controls systems, the requirements of accounting for public funds and operation as a Multi Academy Trust.</p>
Staff Management	<p>To provide direction, training and management to the Finance Administrator on site at the relevant school in line with their job description. This relates to requisitions, ordering, payment of goods for approved budgets and other associated financial administration duties by the use of PS Financials, maintaining of inventories for portable assets.</p> <p>To ensure that the working methods of the Finance Administrator are efficient and effective and to assist with staff appraisal meetings.</p>
Budget Management	<p>The Finance Officer role will be required to:</p> <p>Provide financial reports from the PS Financial information system for budget holders/Headteachers/Senior Leadership Team and give advice as requested, highlighting any budgets that are showing a potential overspend.</p> <p>Assist the School's centralised school accountant at both the annual and 3-year budget setting review with income and expenditure analysis and cash flow profiling from PS Financials.</p> <p>Assist the School's centralised school accountant with the monthly budget monitoring exercise in respect of the non-pay expenditure budgets ranging from £0.6m to £1m annually, posting of journals, investigating and resolving any miscoding of expenditure etc. Correcting any errors in a timely fashion before the month end closure.</p> <p>Agree the annual capitation budget allocation over curriculum departments with the Headteacher for posting to PS Financials.</p> <p>Liaise with the School's finance link Governor, as necessary, where there are queries regarding the income and expenditure or budget to be reported.</p> <p>Actively manage debtors and creditors balances on the PS Financial system to comply with the key performance indicators regarding timely payment of suppliers.</p> <p>Be aware of the balance sheet control accounts on PS Financials and understand why the balances are held, querying with the centralised school accountant any which are longstanding, incorrect or need clearing.</p> <p>Calculate the internal recharges to departments such as reprographics/hospitality and the processing of monthly the journals, as necessary.</p> <p>Discuss with the Chief Finance Officer on behalf of the Trust where there is evidence that greater value for money could be achieved in bulk buy, shared services or renegotiating contract</p> <p>Provide assistance and support during internal and statutory audits and contributing to</p>

	<p>the preparation of any other regulatory reports, to include:</p> <ul style="list-style-type: none"> • Ensure the aged creditors and debtors control account at year end reconciles to the Trial Balance purchase/sales ledger code. • Cancel any outstanding orders no longer required from the PS Financial system. • Agree the outstanding sales at year end if recorded on Booking Pro.
Payment of Suppliers by BACS	<p>Having ensured that the Finance Administrator has followed the necessary procedures in relation to the ordering and invoicing for goods received, the Finance Officer will proceed to:</p> <ul style="list-style-type: none"> • Prepare the payment to suppliers and staff expenses from the authorised invoices on the financial information systems and create the proposed BACS payment through the Trusts relevant bank accounts ready for approval by the Headteacher, as prearranged during the weekly / fortnightly meeting. • Issue the remittance advice notifications to the suppliers paid by BACS.
Payment of Suppliers by Credit Card	<p>Ensure all payments made by credit card:</p> <ul style="list-style-type: none"> • Are essential or give the best value for money for the Trust before confirming the purchase. • The purchase has been authorised and the budget is available. • The purchases have a VAT invoice or if not VAT a valid invoice to support the purchase. • The credit card statement purchases are appropriately recorded against the correct activity on PS Financials. • The receipts are maintained and matched to the statement, and VAT claimed where necessary, for the external auditor review at year end. <p>For segregation of duties, if the credit card used belongs to the Finance Officer, then the recording of the expenditure on PS Financials must be made by the centralised school accountant.</p>
Trips/Activities Account	<p>Setting up and administering the Trip on School.</p> <p>The trip organiser in school will communicate to parents the relevant details of the trip and advise the Finance Officer which student group is required to pay, how much and when.</p> <ul style="list-style-type: none"> • Finance Officer is required to: <ul style="list-style-type: none"> ○ Upload student names to Parent Pay. ○ Ensure the activity identifies on Parent Pay how much is to be paid and when. ○ Adjust on Parent Pay for any discounts such as Student Premium, siblings discount or cash/cheque payments. ⊖ Ensure income from Parent Pay is correctly mapped. ○ Review the actual income recorded on Parent Pay monthly, as agreed with the centralised school accountant, to ensure all income is collected promptly and chase up if funds are missing. ○ Any outstanding income (bad debts) should be chased monthly via the normal contact methods with parents (text/email /phone). ○ If the debt is considered to be irretrievable then the centralised school accountant will issue an Invictus Trust standard letter advising on legal proceedings. ○ Issuing budget holder reports. <p>Where the account is operating at a deficit this needs to be flagged up to the Headteacher, centralised school accountant and the Budget Holder with remedial action</p>

	<p>agreed.</p> <p>Balancing and closing schools on PS Financials when complete.</p> <p>Reconciliation of trip / activity account.</p>
<p>Other School Self-Generated Income</p>	<p>Income is defined as but not exclusively:</p> <ul style="list-style-type: none"> • Lettings (sports hall/swimming/sports pitches/room hire etc) • Swim academy • Music tuition for students • School coach fees for transport to and from school • Sports programme activities with other schools • Joint use activity agreements with other parties • School meals income meals for students • Intercompany debts • School fund trips and activities • Fund raising • School Productions <p>Income is collected by the Trust through a number of financial information and data processes dependent upon the income type listed above, the details are:</p> <ul style="list-style-type: none"> • <u>Tucasi Booking Pro</u> Liaise with the Facilities & Operations Manager based in school regarding the schedule of approved lettings for the School. Ensuring that the lettings booking form is duly completed and signed by all relevant parties. Raise sales invoices on Booking Pro for lettings, if the system is in use at the school. Ensure cash has been safely stored in line with the Trust financial procedures and receipted by the lettings staff. Enter this information onto PS Financials and bank the cash using G4S the facility. Check debts outstanding and chase as necessary. Liaise with the Facilities & Operations Manager if there are persistent bad payers in order that future bookings are refused. • <u>Parent Pay</u> Ensure Parent Pay income is drawn down weekly from the settlement account in line with the weekly bank statements which need to be downloaded ensuring the activities are correctly mapped to the Main Budget. Ensure that the transaction fee invoices are correctly coded. Deal with any parent messages via Parent Pay. • <u>PS Financials</u> Raise sales invoices on PS Financials for non-Booking Pro or Parent Pay income. Check cash income has been receipted. Record cash and direct bank credits onto PS Financials.

<p>Cashless Pay Systems</p>	<p>Where cashless pay systems are working across the Trust schools for students, mainly catering, then the Finance Officer must have regard to such processes which currently allow a student to offer cash to a member of school staff in exchange for a top up to their cash less debit card.</p> <p>Any processes of this kind must be discussed with the centralised school accountant to ensure that a reconciliation of daily cash process is developed to ensure the correct cash is banked and not mis- directed.</p>
<p>Cash/Cheques Handling in School</p>	<p>Having ensured that the cash/cheque process is securely stored in line with the Trust's financial procedures and receipted by the Finance Administrator in school, then proceed to reconcile and bank the income recording the necessary Paying in Slip data on PS Financials, for later system reconciliation to the monthly bank statement. The reconciling of cash and cheques must be with a nominated colleague to retain internal controls.</p> <p>Ensure any banks are made in a timely fashion, and have regard to the Trust's policy regarding the value of cash left in a school safe.</p> <p>If there are any school ad hoc activities occurring (fund raising events) which involve collecting cash from students/staff/parents then the Finance Officer must be on site at that time to mitigate the loss of income.</p>
<p>Banking</p>	<p>Ensure the rolling 12-month cash flow forecast for main budget for the school, prepared by the schools centralised school accountant, is closely adhered to. Notifying the centralised school accountant of any deviation to the cash flow forecast.</p> <p>If the school are experiencing cash flow difficulties, then the Finance Officer should liaise with the centralised school accountant for advice on the priority payment listing.</p> <p>Management of BACS run, as scheduled to suit the school, ensuring all payments are authorised, entered onto the bank and authorised by the Headteacher.</p> <p>Entering Direct Debits and Direct Credits to the financial information system to balance to the Bank Statement ensuring that the transactions are correct before posting.</p> <p>Reconciliation of school bank statements including credit card statements for all bank accounts are made in line with the month end deadlines advised by the centralised school accountant. With bank statement data being checked and signed off by the Headteacher in school and being scanned to the centralised school accountant monthly for routine checks at HQ. Fixed Assets and Inventory.</p>
<p>Fixed Assets and Inventory</p>	<p>Ensure that where any Fixed Assets are purchased or disposed of in year from the school budget with a value of £5,000 or above, then the invoices or relevant information is advised to the Accountant contact at HQ for registration on the Trust's Fixed Asset Register.</p>
<p>Other Finance Duties</p>	<p>Endorse the use of the ESFA's anti-fraud indicator checklist flagging up to Senior Management if there are any incidences of fraudulent behaviour.</p> <p>Be aware of the Trusts Financial Procedures and contents in respect of purchasing thresholds and requirements.</p> <p>Ensure that all payments made by the school are completed within the 30-day supplier time period and that income due to the school is received within the 30-day terms of</p>

	<p>business, including credit control activities.</p> <p>To discuss with the centralised school accountant the key tasks which need to be maintained during the summer break in readiness for year end and audit at 31 August.</p> <p>Maintain adequate records for audit and compliance requirements.</p> <p>To attend on behalf of the Trust the Invictus Finance Team meetings.</p> <p>Any reasonable task as directed by the CEO/CFO/Headteacher. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.</p>
<p>Staffing and Resources</p>	<ul style="list-style-type: none"> • Positively engage in appraisal reviews as directed by your line manager • Contribute to appraisal reviews as directed by your line manager • Line-manage staff as indicated by the Finance Team structure • As directed by the Chief Finance Officer respond to developments and initiatives at national, regional and local levels • Contribute to the recruitment and induction of new staff • Promote teamwork and effective working practices
<p>Other professional requirements:</p>	<ul style="list-style-type: none"> • Communicate with parents/carers and outside agencies where appropriate • Attend professional meetings as required • Attend Governance meetings as and when required • Actively engage in the Trust’s appraisal process • Take part in the Trust’s staff development programme • Attend and contribute to meetings • Work as a part of a team and positively contribute to effective working relationships • Take part in Trust events as directed by the CEO
<p>Other Specific Duties</p>	
<ul style="list-style-type: none"> • Play a full part in the life of the Trust community, to support its vision, mission and values • Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors • Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
<p>Support for the Trust</p>	
<ul style="list-style-type: none"> • To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection • Comply with the Trust’s dress code • Attend and participate in meetings as required 	

- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>AAT Qualified or actively studying towards AAT (Association of Accounting Technicians) or equivalent qualification in Finance/Business.</p> <p>GCSEs x 5 including Maths and English at level 4 or above</p> <p>Excellent numeracy and literacy skills</p>	Certificate in School Business Management (CSBM)
Experience	<p>Previous experience of working within a finance environment, preferably education</p> <p>Good organisation and managerial skills.</p> <p>General understanding of Academy policies and procedures relating to finance</p> <p>Ability to maintain high standards of accuracy and have a calm methodical approach to work, delivering a high-quality service whilst under pressure.</p>	
Skills and knowledge	<p>Understanding and respect for confidentiality in relation to all issues connected with this role.</p> <p>To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused.</p> <p>Committed to the provision and improvement of quality service provision.</p> <p>Takes quick and effective action to meet the demanding workloads and commitments. Ability to relate well to children and adults, able to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Very high standard of Microsoft Office including Excel, Word, Power Point, Outlook.</p> <p>Show initiative and ability to prioritise your own work and to deal with large volumes of data, prioritise workload and meet strict deadlines.</p> <p>Ability to communicate effectively and confidently both verbally and in writing</p>	
Personal qualities	<p>To be reliable, punctual and have excellent attendance.</p> <p>Able to work constructively as part of a team, understanding school rules and responsibilities.</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions.</p>	

	Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude.	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust.	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Finance Officer		
Chief Executive Officer's signature:	E Vitalis	Date:	
Postholder's signature:		Date:	