

Job Description and Person Specification

Job title:	Finance Officer
Reports to (job title):	CFO
Hours of work:	37 hours per week (all year round)
Salary / Grade:	Grade 6 (SCP11-19)
Location:	Based at the trust office but required to travel to school sites as required

Main Purpose / Responsibility

To make a full contribution to the core ethos and aims of LET Education Trust.

To provide efficient and effective financial and administrative support to the trust. To process financial transactions in a timely manner and to maintain accurate financial records.

Main Duties

- Responsible for the safe keeping of all financial records as well as retaining evidence for internal and external auditors.
- To use the Trusts financial packages for the management of the trust accounts.
- Ensure all financial transactions are made in compliance with the Academy Trust Handbook and the trust Financial Regulations
- Ensure that month end tasks are completed in accordance with the published timetable
- Carry out reconciliations as required, ensuring the accuracy and completeness of the financial records.
- Ensure that monies owed to the trust (e.g., nursery fees, catering income) are collected and accurately recorded.
- Ensure that outstanding debts are chased and recovered in a timely manner.
- Support in the production of monthly management accounts.
- Provide support to budget holders with regular updates of matters relating to their budget.
- Assist in the preparation for the annual audit and to support in the delivery of the internal audit function.
- Support financial aspects of any special project within the trust as and when required.
- Responsible for data compliance in the areas of your responsibility, in line with GDPR regulations.
- Work as part of a team and support the role of others at all times contributing to the overall work and ethos of the trust.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role
- Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties.
- Any other duties commensurate with the role.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

LET Education Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Education and Qualifications	Criteria	Assessment
Good general education, with GCSEs or equivalent in English and Maths.	E	A
Finance qualification or similar.	E	A
Commitment to personal / professional development.	E	I
Experience	Criteria	Assessment
Finance admin experience including the management, development and operation of finance systems and procedures.	E	A/I
Use of ICT including Excel, dedicated financial management packages and management information systems.	E	A/I
Experience of working in a busy and often demanding environment.	E	A/I
Skills and Attributes	Criteria	Assessment
Excellent organisational skills, able to hand multiple tasks and meet deadlines.	E	A/I
Excellent time management skills and the ability to remain calm and focussed under pressure.	E	A/I
Knowledge and experience of using ICT including Microsoft packages.	E	A/I
Ability to work in collaboration with staff, students, parents and other professionals.	E	A/I
Excellent communication and interpersonal skills.	E	A/I
A problem solver, with a forward thinking and committed approach.	E	A/I
Personal Qualities	Criteria	Assessment
Highly motivated and self-reliant.	E	I
High standards of professionalism and confidentiality.	E	I
Common sense, co-operation and a positive approach.	E	I
Adaptable, open to change and willing to take on challenges with enthusiasm.	E	I
Good sense of humour.	E	I

Criteria: E = Essential, D = Desirable

Assessment: A = Application Form, I = Interview