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Kenilworth Multi Academy Trust

## Aspiring to Excellence

**JOB DESCRIPTION**

**Job Title: Finance Officer**

**Salary Grade: £24,496 - £26,845 (Grade: G, points 11 - 14)**

**Hours/Weeks 37 hours per week for 52 weeks per year**

**Location: Any school sites associated with the Trust**

**Line Manager : KMAT Head of Finance**

**Tenure: Permanent**

**KEY PURPOSE:**

The postholder will support the effective delivery of financial operations across the academy, by being responsible for the accurate and timely entry of financial transactions, and processing of required activities.

The role will act as a key support to the KMAT Management Accountant and Head of Finance, by supporting with the provision of information required for the preparation of the Trust’s management reporting and financial reporting, general ledger management, bank account management, and supporting members of the Finance Team with any other finance related matters.

**ACCOUNTABILITIES**

The appointee will be line managed by the KMAT Head of Finance. The appointee will have no direct line management responsibility.

**PRINCIPLE RESPONSIBILITIES:**

Working as part of this important team you will be required to carry out the following duties:

* Perform the daily operations of the purchase ledger process including managing any queries:
  + Processing of purchase requisitions and orders onto the Trust’s computerised finance system, ensuring appropriate authorisations are adhered to
  + Dealing with goods received notes and entering them onto the computerised finance system, matching them to the relevant purchase orders to ensure goods are received prior to payment
  + Processing of purchase invoices onto the computerised finance system
  + Reconcile supplier statements on a monthly basis
  + Monitoring of the aged creditor reports
* Perform the daily operations of the sales ledger process including managing any queries:
  + Entering of sales orders onto the financial system, and raising invoices as appropriate
  + Perform credit control operations including monitoring of the aged debtor reports
* Perform the daily operations of the banking process:
  + Processing of BACS payments and ad hoc faster payments
  + Processing of Direct Debit payments
  + Management of student bursary payments
  + Banking of any cash and cheques received
* Reconcile charge card statements on a monthly basis
* Administration of Parent Pay and dealing with any queries from staff or parents/guardians
* Assist in the monitoring and management of the Finance email account
* Any other duties as reasonably requested by the line manager

**CORPORATE RESPONSIBILITIES:**

• To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.

• To comply with all reasonable management requests.

**OTHER:**

* Working in collaboration with the Trust Central Team and all Trust staff as appropriate.
* Covering for absent colleagues and undertaking other duties commensurate with the grade.
* Willingness to travel to any Academy within the Trust as required.
* Maintaining knowledge and skills in appropriate technology and undertake any training as necessary.
* Safeguarding and promoting the welfare of children of whom you come into contact with.

**SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Kenilworth Multi Academy Trust the Finance Officer will be expected to develop and maintain strong, positive relationships with colleagues in the Trust, and within the family of Trust academies.

**SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

This trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

**ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the trust reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Signed …………………………………………………..Date…..……….…..……………………..

(Post-holder)

Signed……………………………………………………Date……………..………………………..

(Line Manager)

**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Qualities,**  **Qualifications and Experience** | | Measured By | | | | |
| Essential | Desirable | Application | Interview Process | References |
| **Qualifications and Training** | | | | | | |
| 1 | Right to work in the UK | ü |  | ü |  |  |
| 2 | GCSE Grade C or above or equivalent in IT, Maths & English | ü |  | ü |  |  |
| 3 | Suitable Finance qualification – AAT equivalent |  | ü | ü |  |  |
| **Professional Experience and Knowledge** | | | | | | |
| 1 | Previous experience of financial procedures | ü |  | ü | ü |  |
| 2 | Experience of using Financial Management Systems and accounting packages |  | ü | ü | ü |  |
| 3 | Ability to deal with suppliers on the phone | ü |  | ü | ü |  |
| 4 | Technically competent (Network, Office 365, Share Point etc) |  |  |  |  |  |
| 5 | Experience of working in a similar role in an education environment |  | ü | ü | ü |  |
| 6 | Good working knowledge and experience of using ICT; Word, Excel and relevant software | ü |  | ü | ü |  |
| 7 | Understands and demonstrates the importance of confidentiality and discretion | ü |  | ü | ü |  |
| 8 | Experience of managing priorities in a pressurised environment whilst meeting agreed deadlines/timescales | ü |  | ü | ü |  |
| 9 | Experience of building and maintaining effective working relationships | ü |  | ü | ü |  |
| 10 | Has an understanding and knowledge of safeguarding and promoting the welfare of children | ü |  | ü | ü |  |
| **Skills and Abilities** | | | | | | |
| 1 | Excellent communication and presentation skills both verbal and in writing | ü |  | ü | ü |  |
| 2 | Commitment to team and strong team player | ü |  | ü | ü |  |
| 3 | Excellent organizational skills and ability to work with a high degree of accuracy, with meticulous attention to detail | ü |  | ü | ü |  |
| 4 | Working with both financial and non-financial people within the organisation, with the ability to extract and explain financial information. | ü |  | ü | ü |  |
| 5 | Works productively in a high-pressure environment. Managing conflicting priorities | ü |  | ü | ü |  |
| 6 | Works in a systematic, methodical and orderly way | ü |  | ü | ü |  |
| 7 | Follows procedures and policies | ü |  | ü | ü |  |
| 8 | Detail orientated and able to take ownership of tasks and work with minimal supervision | ü |  | ü | ü |  |
| 9 | Possesses effective problem-solving skills | ü |  | ü | ü |  |
| **Personal Qualities** | | | | | | |
| 1 | Maintains confidentiality and discretion | ü |  | ü | ü |  |
| 2 | Adapts to the team and helps to build team spirit | ü |  | ü | ü |  |
| 3 | Maintains a positive outlook at work | ü |  | ü | ü |  |
| 4 | Has a flexible and enthusiastic approach | ü |  | ü | ü |  |
| 5 | Focuses on customer needs and satisfaction | ü |  | ü | ü |  |
| 6 | Achieves high standards for quality and quantity | ü |  | ü | ü |  |
| 7 | Motivated to continually improve standards and achieve excellence above norms | ü |  | ü | ü |  |
| 8 | A willingness to undertake continuing professional development |  | ü | ü | ü |  |
| 9 | Commitment to the safeguarding and welfare of all pupils | ü |  | ü | ü |  |
| 10 | This post is subject to an enhanced Disclosure and Barred Service check | ü |  |  |  |  |