



## Finance Officer

### Job Description and Person Specification

#### Grade 3

**Reports to: Director of Finance**

#### **JOB DESCRIPTION**

##### **Job Purpose:**

To operate, maintain and develop SJPIIMAC accounting procedures and systems, in co-operation with the Director of Finance, ensuring that legal and MAC procedural requirements are adhered to.

##### **Main Duties/Responsibilities:**

###### ORGANISATION

- Ensure records and controls are maintained as required by SJPIIMA and all schools within the MAC, Auditors, recognising the requirements of the DfE, ESFA and the Charity Commission.
- Support and co-ordinate all purchasing of across SJPIIMAC, both educational and non-educational.
- Managing service contracts for the school and diarising reviews / cancellation dates for discussion with relevant manager.

###### ADMINISTRATION

- Undertake the day-to-day operation of the Sales & Purchase Ledger processes using MAC financial systems, and in line with MAC guidelines.
- Monitoring of individual school budget areas in line with agreed control procedures.
- Supervise the collection of debts in line with the individual schools Financial Procedure.
- Liaise with suppliers in order to resolve complex financial and administrative queries that may arise.
- Attend relevant meetings and carry out any other relevant accounting tasks as directed by the Director of Finance or COO.

###### RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, SIMS, BROMCOM, ARBOR, Access Education Finance, ParentMail).
- Provide advice and guidance to managers, staff, auditors and others.
- Ensure the MAC policies and procedures are being adhered to, in particular as it applies to the financial area.
- Obtain best value to ensure financial resources and supplies are used resourcefully by budget holders.
- Any other task as commensurate with the grade.



## **Safeguarding**

- The jobholder is expected to observe their obligations in accordance with the MAC policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

## **People**

- Overall responsibility for all employees within the MAC. The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.
- The post holder must understand and fully support the ethos, mission and aims of Catholic education.

## **Financial**

- Responsibility for the financial management of the Academy, including identifying financial risks such as cash not secured, potential theft or impropriety.
- Ensure adherence to Academies Financial Handbook and the scheme of delegation.

## **Physical Resources**

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software, mobile phone.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act 1974**

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with JPIIMAC Disciplinary Procedure.

## **Health and Safety**

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the JPIIMAC Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.



## Equality and Diversity

- John Paul II Multi Academy is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the MAC to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

## Training and Development

- The MAC has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## Mobility

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the MAC they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
- This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

## **PERSON SPECIFICATION**

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

| Person Specification |           |           |
|----------------------|-----------|-----------|
| Attributes           | Essential | Desirable |



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| <b>Knowledge and Experience</b> | <ul style="list-style-type: none"> <li>• Successful experience of working in a school or Academy financial role, or in a similar position working alongside schools e.g. LA or independent education sector or a background in financial services including purchase and sales ledger</li> <li>• 5 GCSE's which include at least a grade C in Maths and English</li> <li>• Experience of managing budgets;</li> <li>• Experience of operating accounting systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Successful experience of working in a school or Academy financial role and managing school budgets</li> <li>• Finance qualification</li> <li>• Engagement with wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs or the Diocese</li> <li>• Knowledge of Academy financial rules and regulations</li> <li>• Knowledge of Charities SORP</li> <li>• Knowledge of Early Years / Nursery Funding</li> </ul> |
| <b>Skills and Abilities</b>     | <ul style="list-style-type: none"> <li>• Excellent financial processing skills.</li> <li>• Has an understanding of own and others' roles and contributions in relation to the financial management structure</li> <li>• Outstanding communication skills; ability to communicate effectively at all levels and to liaise effectively with internal and external auditors, as well as Government agencies</li> <li>• Ability to analyse financial issues and to interpret information.</li> <li>• Commercial awareness and ability to achieve value for money</li> <li>• Competent and confident in using Microsoft Office</li> <li>• Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines</li> <li>• Ability to work independently to tackle problems creatively and to think laterally.</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to interrogate school performance data and finances accurately and identify next steps for progress</li> <li>• Good negotiation skills</li> <li>• Ability to support initiatives for change</li> <li>• Receptive to new ideas and able to generate them</li> <li>• Knowledge of using educational finance packages.</li> </ul>                                                                                                                           |



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|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <ul style="list-style-type: none"> <li>• Self-motivated and a good time manager.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                      |
| <b>Personal qualities</b> | <ul style="list-style-type: none"> <li>• Motivation to work with children &amp; young people / in an educational setting</li> <li>• Excellent numerical and verbal skills, understanding and application</li> <li>• A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed</li> <li>• Must be proactive not reactive</li> <li>• Driving licence and use of own car</li> <li>• Commitment to and belief in equality of opportunity for all</li> <li>• Ability to work as a supportive member of a team, acting flexibly to support colleagues at pressure points.</li> </ul> | <ul style="list-style-type: none"> <li>• Sense of humour and fun</li> <li>• Ability to cope resiliently with the responsibilities and demands of the post</li> </ul> |