

## JOB DESCRIPTION

<b>Post Title:</b>	Trust Finance Officer
<b>Location:</b>	Central Team - The Bridge Trust
<b>Department:</b>	Based at the Trust’s Central Office with a requirement to undertake work at and for education provisions across the Trust
<b>Contract:</b>	Permanent – Full time (35 hours a week); AYR
<b>Responsible to:</b>	Finance Manager
<b>Responsible for:</b>	Finance team, central services, Headteachers and other staff

### Core Purpose:

The Bridge Trust (TBT) are looking to recruit an experienced Finance Officer.

The Trust Finance Officers play a key role in ensuring the Trust’s financial operations are accurate, efficient, and fully compliant with DfE and Trust financial procedures. The postholder, along with another Finance Officer, will support the Finance Manager with day-to-day financial management, month-end processes, Balance Sheet reconciliations, VAT submissions, and financial reporting across all schools.

They will provide high-quality financial advice and support to school leaders and admin teams, ensuring the integrity of financial data from source entries through to trial balance. The postholder will work collaboratively with another Finance Officer to complete shared responsibilities and ensure resilience across all core financial processes.

### Duties and responsibilities:

#### Core Financial Operations

- Maintain accurate and timely finance records using the fiancé system (iPlicit) and budget planner (IMP).
- Complete month-end tasks including bank reconciliation, VAT reconciliation, Payroll Reconciliation, Sales and Purchase control account reconciliations, journals, accruals, and prepayments.
- Prepare and submit VAT returns under supervision of the Finance Manager.
- Support internal and external audit processes.
- Reconcile balance sheet control accounts to ensure financial accuracy.
- Ensure strong internal financial controls are embedded across all processes and highlight risks promptly.
- Assist in monitoring Trust cashflow and provide updates to the Finance Manager.
- Support management of Trust bank mandates and financial authorisations.
- Support procurement compliance, including quote/tender documentation and contract monitoring.

#### Income & Expenditure Processing

- Process supplier invoices, ensuring correct coding, authorisation, and timely BACS payments.
- Manage supplier setup, procurement processes, and credit card transactions.
- Raise sales invoices, manage lettings income, and undertake credit control.
- Monitor SEND pupil funding and support debt collection where required.

#### Financial Reporting & Compliance

- Prepare supporting documentation for management accounts.
- Ensure compliance with the Trust Handbook and Trust finance policies.
- Identify and resolve transactional discrepancies promptly.
- Prepare financial documents and reports for internal stakeholders.
- Support monitoring of project and grant-funded activity such as CIF, High Needs and capital projects.
- Support preparation of financial information for ESFA returns such as BFR and audited accounts.

- Ensure awareness of changes in the Academy Trust Handbook and support implementation.

**Asset & Systems Management**

- Maintain accurate Trust-wide asset registers.
- Support policies relating to asset procurement, depreciation and disposal.
- Assist with maintaining financial systems.
- Support the testing, rollout and training for updates/improvements within iPlicit and IMP.

**Stakeholder & Team Collaboration**

- Provide first-line support to schools using finance systems.
- Build strong working relationships with school administrators.
- Deliver basic finance systems and processes training to school administrators.
- Provide guidance and process maps to school leaders and admin teams to support consistent financial procedures and practices.
- Liaise with suppliers and customers, responding promptly to queries.
- Support the finance team to ensure efficient and consistent processes.
- Liaise with HR to ensure establishment data links correctly to financial records
- Assist with payroll reconciliations, ensuring accuracy of staffing costs, pensions, and statutory returns.
- Ability to interpret financial information and communicate it clearly to non-finance colleagues.

**Other Specific Duties:**

- To attend team meetings and maintain confidentiality inside and outside the workplace.
- To continue personal and professional development as required.
- To actively engage in the performance review process.
- To work in the best interests of the Trust, students, parents, and staff.
- To adhere to the Trust’s policies and procedures with specific reference to Child Protection, Equal Opportunities, and Health and Safety.

**Special conditions of employment**

**Rehabilitation of Offenders Act 1974**

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.
- If the jobholder is arrested, summonsed for an offence, or receives a conviction, a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust’s relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder’s employment.

**Safeguarding and Promoting the Welfare of Children and Young People**

- The jobholder is required to follow all of the Trust’s policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

**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 failure to act. Full guidance regarding health and safety is set out in the Trust’s 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 the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### Equality and Diversity

- The Trust and its Schools are committed to equality and value diversity. As such the Trust is committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. Duty requires the Trust 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. The jobholder is required to treat all people they encounter, with dignity and respect, and is entitled to expect this in return.

### Training and Development

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

### The Trust Operates a Strictly No Smoking or Vaping Policy

- This applies to all Trust premises and those where Trust services are provided.

**The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.**

## 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.

<p><b>Education and Qualifications</b></p>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A-Level education or equivalent</li> <li>• At least AAT Level 3 or equivalent including solid experience</li> <li>• Evidence of significant and relevant Continuing Professional Development (CPD)</li> </ul>
<p><b>Knowledge and Experience</b></p>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Understanding of financial controls and procedures</li> <li>• Evidence of significant and relevant Continuing Professional Development (CPD).</li> <li>• Experience operating financial systems with an integrity e.g. fair-trade purchasing, supporting green issues.</li> <li>• Understanding of academy financial regulations and the ESFA Academy Trust Handbook</li> <li>• Awareness of VAT rules applicable to academies.</li> </ul>
<p><b>Skills and Abilities</b></p>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to prioritise, plan and organise with meticulous attention to detail</li> <li>• Ability to manage time effectively, to meet deadlines and work under pressure</li> <li>• Highly numerate with excellent attention to detail</li> <li>• Ability to take responsibility and work on own initiative</li> <li>• Strong ICT skills with the capacity to learn to use new systems and software</li> <li>• Excellent communication skills, both oral and written, including presentational skills</li> <li>• Ability to form good working relationships both within the TRUST and with external bodies and suppliers</li> <li>• Demonstrate strong communication skills and the ability to build relationships with key stakeholders at all levels</li> <li>• Ability to be discreet, discerning and maintain confidentiality, awareness of data protection issues</li> <li>• Strong problem-solving skills and proactive approach to improving processes.</li> <li>• Ability to analyse and resolve financial discrepancies</li> <li>• Managing systems to ensure that high quality financial &amp; non-financial information is available to stakeholders</li> <li>• Good working knowledge of MS Windows and Office Suite including MS Excel</li> </ul>
<p><b>Personal Qualities and Commitment</b></p>
<ul style="list-style-type: none"> <li>• Reliable, respectful, responsible &amp; conscientious approach</li> <li>• Flexibility and adaptability to deal with the diverse needs of the post including some travel across the Trust</li> <li>• Establish and maintain appropriate professional relationships</li> <li>• Able to always maintain Integrity and confidentiality</li> <li>• High level of initiative and ability to work independently or as part of a team with a range of staff</li> <li>• Sense of humour and equable temperament</li> </ul>

<ul style="list-style-type: none"><li>• Able to remain calm and composed under pressure and work to deadlines</li><li>• Commitment to and understanding of equal opportunities and safeguarding</li><li>• Commitment to ongoing professional development</li><li>• Champion value for money across Trust purchasing activities.</li><li>• Organisational wide holistic approach</li><li>• A professional role model who is committed to their own professional development and to developing others</li></ul>
<b>Equal Opportunities</b>
<ul style="list-style-type: none"><li>• Commitment to implementing the school's Equal Opportunities Policy</li></ul>