

# Hull Collaborative Academy Trust



## HCAT – The Marvell College FINANCE OFFICER

**Salary:** Grade 4 SCP 5 – 7 (£19,312- £20,092)

**Contract:** Permanent

HCAT is a high performing multi academy trust with a positive and restorative culture offering many opportunities. We are seeking to appoint a Finance Officer for our secondary school - The Marvell College.

The main purpose of the Finance Officer is to operate, maintain and develop the Trust accounting procedures and systems, supporting the Finance Manager, ensuring that legal and Trust procedural requirements are adhered to. To assist in monitoring budgets to ensure effective financial management compliant with trust procedures and best value.

Main responsibilities:

- Ensure records and controls are maintained as required by the Trust, recognising the requirements of the DfE and the Academies Financial Handbook.
- Undertake day-to-day operation of the Purchase Ledger records using the Trust financial systems, processing orders and invoices for goods and services. To monitor departmental transactions and maintain records. Raise orders on the system for approval ensuring best value is achieved.
- Review payroll monthly in accordance with deadlines ensuring all variations etc are held to support all changes.
- Develop effective professional relationships with the Head, Senior Leaders, and the wider Trust staff to ensure excellent customer service and a helpful attitude is always provided

If you think you meet these above requirements, please contact Emily Mansfield, HR Assistant on email [Emily.Mansfield@hcat.org.uk](mailto:Emily.Mansfield@hcat.org.uk) for an initial exploratory discussion, or to request a copy application form and job description pertaining to the role.

**Closing Date:** Monday 20<sup>th</sup> September 2021, 12.00pm (noon)

**Interview date:** TBC

**Start date:** TBC

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**