

Finance Officer

Job Description

Post title	Finance Officer
Reports to	Finance Manager
Location of the post	The Marvell College

Main Purpose of the Post

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 Duties and Responsibilities

1. Ensure records and controls are maintained as required by the Trust, recognising the requirements of the DfE and the Academies Financial Handbook.
2. 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.
3. Review payroll monthly in accordance with deadlines ensuring all variations etc are held to support all changes.
4. 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
5. Reconcile supplier statements
6. Liaise with suppliers to resolve complex financial and administrative queries that may arise
7. Attend relevant meetings and carry out any other relevant accounting tasks as directed by the Finance Manager
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. Recording financial transactions
10. Ensure effective procurement procedures are followed.
11. Invoicing deliveries and paying vendors for their goods and services
12. Preparing purchase orders in accordance with requisitions.
13. Filing records and retrieving necessary documents as needed
14. Assist in the operation of the bank account by reviewing payment runs produced centrally

15. Responsible for managing the cash onsite from storing in the safe, counting, recording and banking. This includes ensuring banking is deposited on a regular basis ensuring the insurance limit for the safe is not compromised.
16. To check expense & mileage claims received by staff, ensuring approved and calculated correct and supported by appropriate evidence. Ensure that annual insurance certificate is received for staff claiming mileage to ensure compliance with business insurance.
17. Responsible for processing receipts from ParentPay ensuring coding is accurate and VAT accounted for.
18. Ensuring trip accounts are managed and liaise with trip organiser to ensure all monies are collected.
19. Responsible for ensuring all income is collected, receipted, and banked regularly.
20. Reconcile the petty cash account monthly.
21. Preparing information for auditors as directed by the Finance Manager
22. Providing administrative and clerical support as needed
23. Additional duties as designated by the Finance Manager

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture, and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools' overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Contacts and Reason for the Contact:

1. Within the Trust

Responsible for developing effective relationships with colleagues across the trust including the Head, senior leaders, Chief Financial Officer & other finance colleagues.

2. With External Bodies to the Academy

Trust auditors

Local Authority

Suppliers / other external bodies

Risks to health

Physical demands – not applicable

Working conditions – not applicable

Emotional demands – not applicable