**Trinity Academy Newcastle Multi Academy Trust**

**Job Description**

**Post Title:** Finance Officer

**Grade:** N6

**Responsible to:** Head of School (Business)

**Responsible for:** N/A

**Job Purpose:**

* To undertake day-to-day financial transactional processing under the direction of the Finance Director.
* To undertake all tasks associated with the purchase ledger processing of the Trust, including processing journals.
* To liaise with various internal and external stakeholders regarding financial matters.
* To comply with the Trust’s Financial Policies and the ESFA’s Trust Handbook.

**Main Duties:**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

* Support the Finance Director with month end and year end processes, including Bank and Petty Cash reconciliations, posting journal entries, fixed assets and preparing accruals & prepayment schedules.
* Support the Finance Director with reconciling funds such as Top Up funding.
* To collate and organise the financial records in preparation for processing the BACS payment.
* To record and bank any cash income received and record relevant entries onto the Trust’s accounting system.
* Raise sales invoices ensuring that all income due is correctly accounted for and that all monies due are collected in a timely manner and to agreed terms.
* To correctly account for Value-added Tax (VAT) and to prepare VAT126 reimbursement submissions.
* Monitor departmental commitments and expenditure ensuring that Heads of School and delegated budget holders are provided with regular information and stay within budget.
* Handle enquiries from various stakeholders in connection with financial queries.
* Support the Finance Director in the preparation of annual budgets and returns to funding bodies.
* To assist with the compilation of the annual audited financial statements and provide support with internal and external audit information requests.
* To work flexibly within the wider Finance Team and provide financial support to academies within the Trust (which might include onsite visits) as directed by the Finance Director.
* To provide other ad hoc support to the Finance Director and Head of School (Business) as required.
* To promote and implement the Trust’s Equality Policy in all aspects of employment and service delivery.

**Additional Information**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee’s skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.