

Job Description

Position:

Finance Officer

Grade:

Level 7, point 21 to 27, £32,115 to £37,035 (actual £29,686 to £34,234)

Hours:

37 hours per week Monday to Friday, 9am to 5pm.

Term time, plus INSET days, plus 3 weeks of holidays (42 weeks per year)

Two weeks of this holiday working will need to be done in line with the Trust financial year end in Aug (dates to be directed by the Director of Finance).

Responsible to:

Director of Finance

Purpose of Job:

Support the Director of Finance to deliver high quality finance support and timely finance administration for the Trust, ensuring that compliance and reporting requirements are met.

Duties and Responsibilities:**Finance:**

- Maintain a strong working relationship with Director of Finance to provide a cohesive finance service to all internal stakeholders.
- Adhere to the Financial Regulations of the Trust, and ensure policies are up to date reflecting current processes.
- Lead on the administration and process side of finance for the Trust, including but not limited to areas like;
 - processing income, via system like Parent Pay,
 - posting journals,
 - processing orders, centrally and for individual schools where required,
 - processing weekly and ad-hoc invoices,
 - processing charge card statements and card purchases
 - weekly BACS processing in line with the approved budget.
- Undertake the monthly bank reconciliation on the accounting system in a timely manner, ensuring any issues resolved or reported to Director of Finance where required.
- Raise invoices and monitor timely collection of all debts. This may include chasing outstanding debts on occasions.

- Undertake the monthly VAT return and claim where appropriate.
- Assist the Director of Finance with year-end accounting procedures and liaise with auditors as required.
- Build and maintain the Finance Manual to ensure accurate and up to date process for the department are documented.

Payroll/Pensions:

- Reconcile the monthly payroll on the accounting system, resolving any issues found.
- Be the first point of contact across the Trust for payroll or pension queries.
- Responsible for payroll processing for the Trust, including liaising with the payroll provider for all queries that arise, the entry of variance including absence data and the checking of the payroll before submission to ensure all staff get paid correctly and on time.
- Work closely with HR Assistant to ensure appropriate information is shared in a timely manner for the purpose of Payroll processing, e.g., new starters, leavers, etc.

General:

- Work closely with the Trust Office Managers in each school regarding all aspects of finance, to ensure smooth running of finance processes.
- Assist the Director of HR with salary, pension or financial queries when required.
- Arrange the agenda and take minutes for the Trust's Finance Committee on a termly basis.
- Support the Director of Finance with ad-hoc Finance projects where required.
- Support the Director of Finance with monthly Principal meetings as required.
- To maintain the Get Information about Schools system (GOV website) on a monthly basis.
- To interrogate the schools' MIS system where necessary to support any stakeholders with financial queries or reports.
- In the Director of Finance absence, the post holder will be required to deputise the function and answer queries where possible.
- Be the first point of contact for finance admin or process queries across the Trust.

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

Post holder will be based at Portico House, but from time to time you may be requested to attend a particular school/site by management. You will not be permitted to claim expenses for travel between sites as this is deemed as part of the role's remuneration.

The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times in this role.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the Trust's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The Trust is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.