

<b>Job Title</b>	HR and Finance Officer
<b>Responsible to</b>	Chief Financial Officer (CFO) HR Manager
<b>Contract type</b>	Full time, permanent
<b>Salary</b>	Grade 6, SCP11-19
<b>Key relationships</b>	Chief Executive Officer (CEO) Chief Operations Officer (COO) Chief Financial Officer (CFO) Academy Headteachers School Business Managers

### Statement of purpose

- The HR and Finance Officer will ensure a highly effective and consistent HR, payroll and finance service is provided to all trust colleagues, schools, senior leaders and support staff
- The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the trust in relation to the post holder's professional responsibilities and duties.

### General Duties and Responsibilities:

- Manage and oversee the recruitment, selection and induction processes for all academies within the trust.
- Maintain and update HR, and finance systems adopted by the Academy Trust to ensure effective and accurate records are kept
- Be a champion for our trust HR / Payroll system, ensuring structures and employee records are maintained in line with expectations
- Process financial transactions as required, including but not limited to orders, invoices, journals, and expenses
- Contribute to the integrity of financial data held in the accounting system
- Support in the internal and external audit process in providing information requested by the auditors in a timely manner
- Contribute to the timely and accurate production of statutory return for example school workforce census and accounts returns
- Maintain a strong awareness of employees across the trust and individual needs.
- Contribute to and uphold the trust's vision and ethos.
- Treat everyone within the trust with respect and listen to concerns raised by staff members.
- Take a flexible approach to work, supporting administration in other functions as directed
- Be familiar with the trust's policies and procedures.
- Demonstrate a commitment to CPD and training.
- Ensure equal opportunities for all and respect everyone regardless of their background.

**General Responsibilities:**

- To attend and participate in relevant meetings as required.
- Identify your own personal development needs.
- Model professional behaviour, promoting high expectations as a lead professional.

Signed (Postholder)

Signed (Line Manager)

Date