



## JOB DESCRIPTION

*This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**NAME:**

**JOB TITLE: MAT FINANCE OFFICER**

**RESPONSIBLE TO: MAT FINANCE MANAGER**

**LINE MANAGEMENT RESPONSIBILITY: NONE**

**BUDGET: MONITOR BUDGET HEADINGS AND REPORTS TO MAT FINANCE MANAGER**

**OVERALL RESPONSIBILITY:**

To work as part of the Administrative Team in supporting the Trust in obtaining its mission statement and specifically by performing and managing, as designated, tasks and responsibilities relating to the management and administration of Trust financial operations in an effective and efficient manner.

**SECTION 1 - DUTIES:**

- 1 To manage and control the Trust's financial systems on a day to day basis, in full accordance with the Financial Controls Manual and budget allocations.
- 2 To ensure the proper recording of income and expenditure against prescribed budget headings, to monitor variances and report on actual fiscal trends against budget projections.
- 3 To carry out the monthly bank reconciliation and produce designated reports for the relevant authority, Management and Budget Holders, resolving any variances discrepancies and queries.
- 4 To maintain the operation of payroll processing, ensuring timely and accurate data input, and approvals authorities, and to conduct monthly validation of all payroll outgoings, bank transfers and charges actioned by the external payroll Services provider.
- 5 To ensure the maintenance of secure and complete financial records and to oversee control of the Asset Records.
- 6 To manage salary sacrifice scheme for all staff in relation to child care vouchers and keep accurate records.
- 7 To manage the collection and recording of all income due to the Trust (including trips, catering, lettings, recharges and recoveries) and ensure timely delivery to the bank and to monitor and pursue debtors, all in accordance with the Financial Controls Manual and relevant policies.
- 8 To manage, and report, the operation of the Trust's Accounts. Also similar public and non-public funds including, where applicable, the annual audit of such funds and expenditure.
- 9 To assist the MAT Finance Manager with the creation of the Annual Budget and the financial aspects of the Development Plan, cash forecasting and macro budget preparation.
- 10 To control and secure appropriate authorisations for all staff expenditure claims and disbursements.
- 11 To assist the MAT Finance Manager in the monitoring, application, review and revision of the Financial Controls Manual.
- 12 To ensure that approved payments are made to all suppliers, creditors and others in an efficient and effective manner, in accordance with agreed Policies and Procedures, so maximising the Trust's cash resources and interest generation potential.
- 13 To ensure that the Trust's bank accounts are reconciled and balanced at least monthly and that any discrepancies or queries are promptly resolved.

- 14 To provide, in conjunction with the Manager, such data statistics and analysis as may be required from time to time internally and by other official external agencies.
- 15 To deputise for the MAT Finance Manager regarding financial management issues as required.

Any other tasks, duties or services that may be reasonably requested.

This 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.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	

**All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.**