**Job Description: Finance Officer**

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| **Post Details** |  |
| **School/setting:** | Twynham School and The Grange School (‘Twynham TGS’) |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 6 |
| **Responsible to:** | Finance Manager |

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| **Main Purpose** |
| To provide high-quality operational finance support across multiple budget areas within the Twynham Learning Multi Academy Trust. The post-holder will be expected to apply a consistent approach to key daily and monthly tasks, ranging from management of the bank account through to preparation of the month-end reconciliations. |

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| **Duties and Responsibilities** |
| **Operational Finance Tasks (for multiple budget areas)*** Management of bank accounts & petty cash, including posting ledger transactions and reconciling regularly
* Posting of all transactions onto accounting ledger
* Month end reconciliations of various income and expenditure streams
* Process all ordering, in line with MAT policies
* Preparation of supplier payments
* Taking bookings of school facilities
* Preparation of Sales Ledger invoicing
* Managing group email inboxes
* Setting up and monitoring payments through Arbor for extra-curricular activities
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** Self-starter with ability to drive change to make processes more robust and or efficient
* Excellent interpersonal skills and gravitas to interact with Trust leaders on a regular basis
* Previous accounting experience
* Proficient with Microsoft Office

**Desirable:*** Experience of using the Planergy and Xero accounting platforms
* Experience of using the Arbor management information system
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| **Notes** |
| * This role will be spread across multiple locations (within a small geographical radius) and travel will be required.
* This job description may be amended at any time in consultation with the postholder.
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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary).
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