

DEPARTMENT: FINANCE
DESIGNATION: SENIOR FINANCE OFFICER
RESPONSIBLE TO: HEAD OF FINANCE
POST GRADE: LEVEL 7
NAME:

Main Purpose of the Post

- To work with the Senior Finance Manager in supporting the management of the Academies' finances, taking a proactive role in the key financial processes, including budget setting, monitoring and both internal and external reporting.
- To assist on financial processes and compliance with central government, and external audit requirements and recommendations (e.g. GAG Reporting, Accounting Standards).
- To support the Senior Finance Manager in key areas of financial management, budget preparation/monitoring/reporting and other financial operations.
- To ensure that routine financial tasks are carried out in accordance with the Alpha Academies Trust policies, the regulatory framework and agreed procedures.

Core Responsibilities, Tasks and Duties

I. General

- To contribute to the budget planning cycle by preparing budget calculations
- To monitor budgets at departmental level and provide reports to budget holders
- To load and maintain accurate budget figures on the Academy's financial systems
- To assist in the preparation of budget and other reports to the Finance Committee and/or the Governing Body
- To monitor cash flow and prepare cash flow calculations
- To assist in the preparation of returns to the ESFA and other governmental bodies
- To assist in the preparation of the Academy's annual accounts
- To oversee the financial processes relating to Academy trips
- Monthly preparation and monitoring of accruals and prepayments
- Bank reconciliation and liaison with bank to resolve queries
- Posting of payroll journals and resolution of any discrepancies
- Monthly variance analysis and outturn position
- Monthly reconciliation of control accounts (payroll, debtors, creditors, VAT)
- Monitoring of cashless catering operations, resolution of queries and issues.

- To support in the production of management accounts and other reports as required by the Senior Finance Manager.
- To support with the preparation and submission of returns to companies' house
- To carry out month end routines
- To assist and support finance staff / resolve queries
- Other finance-related tasks and project work as delegated by the Senior Finance Manager

II. Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.

III. Professional Accountability

- The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives.

IV. Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

V. Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
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Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed _____ Dated _____

Print name _____

PERSON SPECIFICATION

APPOINTMENT OF: SENIOR FINANCE OFFICER TRAINEE
ACCOUNTANT

DEPARTMENT: FINANCE

| Minimum Requirements | Measured by: A) Application B) Test/Exercise C) Interview |
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| <p>QUALIFICATIONS/TRAINING: It is essential that the post holder has:</p> <ul style="list-style-type: none"> • Relevant and up to date qualifications in keeping with both an office and Academy working context. • Evidence of continued, relevant professional development. <p>It is desirable that the post holder:</p> <ul style="list-style-type: none"> • Degree or equivalent (qualifications below degree level will be considered if applicants demonstrate solid experience and evidence of continuing professional development). • Recognised accounting qualification i.e. AAT or equivalent. | <p>A</p> |
| <p>EXPERIENCE/KNOWLEDGE: It is essential that the post holder:</p> <ul style="list-style-type: none"> • Has relevant experience of working in a team in a similar environment. • Can demonstrate proven leadership skills with a strong commitment to the motivation of the team • Is conversant with a recognised financial accounting system, ideally PS financials. • Has experience in an Academy's Finance Team and preparation of management accounts. | <p>A & C</p> |
| <p>SKILLS AND ABILITIES: It is essential that the post holder has/is:</p> <ul style="list-style-type: none"> • Commitment to high standards and continuous improvement. • Ability to establish a positive ethos and sense of high achievement for all. • Highly developed interpersonal and communication skills including the effective use of ICT. • Strong negotiating and influencing skills. • Ability to meet challenges successfully. • Ability to understand, analyse and make effective use of a range of data. • Ability to work independently, demonstrating initiative. | <p>A & C</p> |

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| <ul style="list-style-type: none"> • Ability to communicate with a wide range of audiences, including other employees within the Academy, Governors, parents/carers, LA officers, contractors and suppliers. • Ability to develop and maintain efficient record keeping/management information systems, producing accurate records and reports as required. • Ability to negotiate best value. • Ability to reconcile priorities, work to tight deadlines and problem solve. • Receptive to new ideas, approaches and challenges. • Positive and optimistic. | |
| <p>ADDITIONAL FACTORS: It is essential that the post holder:</p> <ul style="list-style-type: none"> • Supports and demonstrates commitment to the vision for the development and continual improvement of the Academy. • A willingness to undertake appropriate training. • Awareness and sensitivity with regard to equal opportunities and race equality. • An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | C |