
JOB DESCRIPTION

Post Title:	Senior Finance Officer
Location:	The Bridge Multi Academy Trust, London
Department:	Central Team
Salary Grade:	PO1: Scp 29 - 31
Contract:	Full time (35 hours per week), Permanent
Responsible to:	Finance Manager
Key working relations and network:	Internal: All staff External: Auditors

Purpose of the Job:

- To support the finance manager and lead the management of the Trust's financial systems and processes, ensuring compliance with TBMAT's financial policies and procedures, ensuring processes run to maximum efficiency.
- To deputise for the Finance Manager where appropriate / necessary.
- To provide financial advice to Local School Senior Leadership and School Admin Teams where necessary.
- To line manage the Finance Officer

Main Responsibilities

Financial Management

- Assist the MAT Finance Manager in keeping and updating accurate records using the computer based (Access Education Finance & Access Education Budgets) financial and management accounting systems
- Support the MAT Finance Manager with external and internal audit arrangements as required by the Academies Financial Handbook and other ESFA requirements.
- SEND Pupil Funding Monitoring
- Identifying Value For Money From Suppliers
- Review of variance to budgets and forecasts
- Budget Scenario Modelling
- Budget Loading & Budget Adjustments
- Meeting Budget Holders

Payroll

- To liaise with Payroll provider to ensure all TPA and LGPS contribution returns are completed accurately and timely.
- To liaise with the Payroll provider on TPA and LGPS annual returns.
- To prepare payroll budget reconciliation using Access Education Budgeting system.
- To liaise with the HR Manager to ensure the payroll accounting records are reconciled.

General Finance Duties

- To maintain accurate computerised and paper accounting records.
- To undertake financial functions including order and non-order invoice posting.
- Preparing payments (BACS for Trust and cheques for Charity)

- To undertake charging, invoicing and credit control in line with school systems.
- Prepare Bank Reconciliation.
- Responsible for preparing VAT returns for submission and completing HMRC returns.
- Liaise with members of administration team with regards to financial matters.
- Approval of Purchase Orders
- debtors / Creditors Control Account Reconciliation
- Review and close any outstanding orders monthly
- Review Transactions and volume quality
- Journal corrections
- Accruals & Prepayments
- Identification of Issues in Transactions
- Preparation of Charity Spreadsheet
- Chart of Accounts Management

Asset Control

- Oversee the work of the Finance Officer in ensuring that accurate records are kept of all MAT and individual schools' assets on asset management system.
- Oversee the work of the Finance Officer in ensuring that appropriate policies and procedures for the procurement, depreciation and disposal of all MAT and individual schools' assets are in place and kept up to date.

Internal / External Relationships

- Train / supervise junior staff (alongside the Finance Manager)
- Build productive working relationships with admin staff, leadership teams and external stakeholders.
- Liaise with external suppliers and customers.
- Support the finance team to ensure the smooth running of all finance functions.

Special conditions of employment

Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.
- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Academy's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Academy's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Academy and the Trust are committed to equality and value diversity. As such the Academy and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Academy and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

- This applies to all Academy premises and those where Academy services are provided.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.

PERSON SPECIFICATION

The person specification describes the skills, knowledge and experience required to carry out the job and will also be used in the shortlisting and interview processes.

Knowledge, Experience and Qualification	Evidence
<p>Essential</p> <ul style="list-style-type: none"> • Well-developed IT Skills (School Financial Systems, MS Excel, Outlook, MS Word, etc.) • Highly numerate • Strong verbal communication skills with a track record of building productive working relationships with stakeholders and colleagues. • Knowledge and experience of operating accounting software systems/ tools • Excellent time management, organisational and administrative skills • Excellent communication skills, including high standards of written communication. • The responsibility of every individual for safeguarding and promoting the welfare of children. • Strong interpersonal and presentation skills, with proven ability to communicate effectively to a wide range of audiences including financial and non-financial staff across the organization. • Extensive experience in demonstrating strong leadership skills and the ability to lead a sub team • A team player who is willing to go beyond their own responsibilities to help others at busy times. • Knowledge of financial statements • Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work. • Able to ensure confidentiality, be diplomatic and tactful in work. • Process driven approach • Ability to work under pressure to prioritise and meet deadlines. 	<ul style="list-style-type: none"> • Interview/Reference • Interview/Reference • Interview • Application/Interview • Application/Interview • Application/Interview • Interview/Reference • Interview/Refer • Application/Interview • Application/Interview • Interview • Application/Interview/Reference • Application/Interview/Reference • Application/Interview/Reference
<p>Relevant skills and aptitude</p>	

<p>Essential</p> <ul style="list-style-type: none"> • 'A' Level education or equivalent • Accounting qualification such as AAT level 4/ ACCA Part qualified Accountant. • Good editing, data collection, record keeping with extensive analysis skillset. • Evidence of continuing professional development. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a school or academy. 	<ul style="list-style-type: none"> • Application • Application • Application • Interview <p>Application</p>
Personal Qualities	
<ul style="list-style-type: none"> • Considerable personal enthusiasm with high levels of integrity and professionalism • Likeable, approachable, a good sense of humour and have the ability to motivate and get the best out of people. • Good interpersonal skills • Shows initiative • Sensitive to needs and concerns of others • Hardworking and conscientious • Willingness and ability to learn new software • Committed to abiding by and promoting the values and policies of the Trust including Equal Opportunities, Health and Safety and Child Protection and Safeguarding. • Commitment to Continued Professional development. 	<ul style="list-style-type: none"> • Interview • Interview, Application and Reference • Interview • Interview/Reference • Interview • Reference • Interview • Interview • Interview