

Job Profile

Job Title: Senior Finance Officer – Procurement & Fixed Assets

Job No:

Reports to: Director of Finance

Location: The office is located on the University's Bognor Regis Campus, but you may be required to spend time in some or all of the Trust's academies.

Function of the post:

You will contribute to the professional and effective delivery of central financial management and administration for the Trust to successfully meet the aims set out in the Financial Strategy. You will undertake a wide range of financial management duties.

Principal Accountabilities:

1. Responsible for maintaining a Trust wide contracts register and assist the Director of Finance in developing a procurement strategy and roadmap. Contribute to the centralisation of purchasing across the Trust. Take part in the tender process for goods and services, which includes capital projects. Maintain accurate records of income and expenditure on capital and school improvement work.
2. Assist the Director of Finance in maintaining and updating the Trust central fixed assets register, including obtaining completed capital requests and all relevant documentation. Updating PSF with depreciation and other journals as required. Liaise with schools to review their individual asset lists and take on adhoc asset verification visits.
3. Assist the Central Finance Team with Monthly Income reconciliation – update schedules as required and agree to all ESFA remittances. Review accrued and deferred income to income phasing sheet. Review for new grants or available funding.
4. Assist the Director of Finance and the Financial Controller with any projects that may arise, particularly with a view of centralisation of the Trust's finance and other functions.
5. Responsible for maintaining central accounting records using PSF, which includes but is not limited to purchase ledger, sales ledger, nominal ledger, intercompany ledgers, purchase ordering, and cash book. Trial balance and control account reconciliations to be prepared monthly for review by Financial Controller.
6. Responsible for the co-ordination and management of various Trust consolidated returns to include budget returns, multiple DfE returns, year-end submissions and ad hoc central office information requirements. This will include working with the Financial Controller and Director of Finance to check the contents of the submitted reports for accuracy and completeness.
7. Working in conjunction with the Finance Business Partner, prepare Trust consolidated monthly VAT returns for submission to HMRC. Ensure the Trust VAT records are accurate and up to date.

8. Assist the Financial Controller in the production of accurate and timely annual budgets, and year end returns inclusive of supporting schedules. Contribute to the annual internal and external audit process.
9. On an ad hoc basis when requested, support the academies with month end management account routines, including the reconciliation of monthly payroll in line with Trust payroll procedures.
10. As directed by the Director of Finance, compile information for financial due diligence review in relation to new schools joining the Trust.
11. Provide support to the wider team when required, and actively contribute to the wider development and promotion of the Trust through a variety of channels such as Trust Team meetings, network meetings, conferences and workshops.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Diversity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the HR Office. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the HR Department.

Health & Safety:

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the Trust's Health and Safety Policies, which are available from the HR Department.

Sustainability and Environment:

The Trust is in support of sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation; staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

The majority of Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust uses an umbrella organisation and new members of staff will be advised if they are required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	E	D	Evidenced through
Knowledge and Qualifications			
AAT Qualified or CCAB/CIMA Part Qualified accountant, e.g. ICAEW, ACA, ACCA, CIPFA and evidence of appropriate continuous professional development	✓		Application Form
Good understanding of accounting concepts relevant to the duties of the post e.g. FRS102, SORP	✓		Interview Process
Current knowledge of academy funding and understanding of the legal and financial regs and procedures relevant to the academy sector		✓	
Working knowledge of PS Financials and budget software		✓	
Sufficient knowledge of data protection for the purposes of communication, storage and retrieval of documents		✓	
Skills			
Good level of IT literacy including Advanced Excel, and with strong analytical skills, able to analyse complex data and information and use it to develop, monitor and support operational procedures	✓		Application Form
Well-developed interpersonal skills and proven successful oral and written communication and presentation skills that enables; effective collaboration; complex financial ideas to be articulated to non-financial persons and with an ability to build rapport quickly and effectively with a wide set of stakeholders	✓		Interview Process
Organisational, planning and time management skills that demonstrate an ability to deliver a professional, efficient and effective service inline with the duties of the post	✓		
Experience			
Demonstrable relevant and current experience required for the duties of the post, including compiling accurate, timely and concise financial information whilst managing competing priorities	✓		Application Form
Experience of working with external auditors in the preparation of annual reports, accounts and for internal audits		✓	Interview Process
Working experience of an educational environment, ideally in a school or MAT.		✓	
Experience of effectively working within a business environment relevant to the duties of the post		✓	
Personal Attributes			
Solutions focused with diplomacy, tact and confidentiality and a level of initiative to work confidently with minimum supervision, which drives progress whilst enabling strong working relationships and effective collaboration across differing teams	✓		Interview Process
Accurate, methodical with a strong attention to detail and well organised to enable the maintenance of administrative systems, procedures and records	✓		
Flexible and resilient, with the ability to maintain effectiveness whilst working in a fast-paced environment, adapting to changing needs of a complex workload with multiple deadlines and targets	✓		
Attributes that create a supportive, friendly, helpful and positive environment, empathic and sensitive to the needs of a diverse range of people	✓		