**JOB DESCRIPTION – Senior Finance Officer**

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| Job title | **Senior Finance Officer** |
| Grade | **Grade 4 (points 23-31)** |
| Responsible to | **Financial Accountant** |
| Responsible for | **To oversee the day-to-day financial management of the Trust, ensuring compliance with the requirements of the Academies Trust Handbook. To ensure high standards of financial probity and value for money within the Trust** |
| Effective from | **January 2025** |

**SUMMIT LEARNING TRUST Mission Statement**

Success through Endeavour

Ambition through challenge

Strength through diversity

**Key responsibilities**

**Overall**

* To line manage the Trust Finance Officers and Finance Administrators, undertaking regular reviews of KPIs for payment practices and credit management and to provide support where necessary.
* Ensure adherence to compliant systems to deal with the recording of all income and expenditure.
* Administer the set up and deletion of Direct Debit arrangements.
* Oversee the timely posting of all Trust cashbook transactions.
* Oversee central finance inbox and liaise with employees across the Trust in regard to finance related queries.
* Work with the Central Procurement Team and suppliers to try and reduce the volume of transactions to maintain a financially efficient function.
* Review of PSF system maintenance, ensuring updates and maintaining the system as required and ensuring access levels, user groups and budget holders are correct.
* Responsible for running weekly purchase and staff ledger payment runs and ad hoc payments as required.
* Oversight and support of finance officers review of credit card spend and management of card holder accounts.
* Oversight of finance officers in checking and processing all staff expense claims.
* Providing holiday and sickness cover for absent team members as required
* To undertake the amendment of supplier information, ensuring bank details are updated and supporting paperwork is filed in line with these changes and liaising with Trust members of staff regarding new suppliers/ existing supplier use.
* To undertake training and development relevant to the post and in line with the academy's priorities.
* To manage and oversee the training and administration of Academy based staff on the self-service budget monitoring and ordering modules.
* To support finance officers in all administrative tasks and in answering queries across the Trust.
* To undertake any other reasonable duties commensurate with the grade as directed by the Trust Accountant.

**Other**

* To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation.
* To work in collaboration with the HR Business Partners, Procurement Manager, Estates Business Partners, and counterparts across the Trust.
* To carry out other reasonable tasks from time to time as directed by the Finance Director/Management Accountant/Trust Accountant.

**General Duties**

* The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
* The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
* The post-holder will be required to promote, monitor and maintain health, safety and security in the work place.
* Take part in the Trust’s Professional Development and Performance Review Scheme.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job Description issued by the Director of Finance: |  |
| Copy received by: |  |
| Date: |  |