

JOB TITLE:	TRUST FINANCE OFFICER
JOB PURPOSE:	Assist the Trust Finance Manager/Deputy CFO and the Business Managers with all aspects of the effective operation of the finance function within the Trust's schools.
ACCOUNTABLE TO:	Trust Finance Manager/Deputy CFO
SCALE:	Band 4 Points 12 – 17

Achieve and Learn Trust Vision:

Personal and academic achievement within a safe, inclusive and enriched learning environment: open minds and open doors.

Our Values

Ambition: we instil a lifelong love of learning and nurture skills and talents

Inclusion: we welcome and respect people from all backgrounds, valuing and celebrating diversity

Aspiration: we want people to be the best that they can be and for everyone to achieve their potential

Community: we develop local and global citizens of the future, always committed to working in partnership

Belief: we encourage everyone to believe in themselves and their future, providing opportunities to excel.

In all things, we expect our staff to work towards achieving the vision for our Trust, embracing our values and showing ethical leadership at all times.

Duties and Responsibilities:

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Trust Finance Officer will assist with the operating and monitoring of the Trust school accounts and budgets ensuring the safe receipt and handling of cash and the reconciliation of transactions. The Trust Finance Officer will complete administrative routines relating to orders, invoices, cheques, BACS, income and the receipt and distribution of goods and services.

The role will be based at the Trust Hub at Altrincham College with occasional travel to other Trust schools as and when required.

Core Duties Include:

To assist the Trust Finance Manager/Deputy CFO and Business Managers, to include:

- Ensure the School's Financial Procedures, Academies Financial Handbook and Funding Agreement are adhered to
- Assist with the operating and monitoring of school accounts and budgets
- Ensuring the safe receipt and handling of cash
- Complete administrative routines relating to orders, invoices, cheques, BACS, income and the receipt and distribution of goods and services.

- Ensure that staff follow the correct procedure/guidelines when ordering goods and services, making sure that best value is achieved.
- Process orders, ensuring sufficient funds are available beforehand and process invoices following the required authorisation has been obtained.
- Chase up non-deliveries, deal with queries and check supplier statements.
- Process payments following required authorisation and ensure cards/cheques/BACs are signed and authorised by relevant signatories
- Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases
- Ensure the safe receipt, handling and banking of monies and cheques received. Record and bank all income.
- Process and record all bank and charge card statements.
- Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by the line manager
- Assist in organising the letting of school premises as required
- Check that all trip costs are included in trips prior to the trip being made available to parents
- Monitor income and expenditure for trips and produce reports for Trip Leaders
- Assisting with maintaining the Inventory, recording acquisitions, disposals and transfers
- Contribute to the evaluation and development of financial systems and procedures
- With the support of the Chief Finance Officer, deputise in the absence of the Trust Finance Manager/Deputy CFO
- Provide support as required to the end of year accounts and audit processes.

Other Duties and Responsibilities

All Trust staff are expected to:

- Take appropriate responsibility and action for safeguarding.
- Be prepared to provide additional support to the central Trust team and schools of the Trust as required.
- Support the vision and values of the Trust and demonstrate a collaborative team working approach to school and trust improvement.
- Promote and act in accordance with the Trust's Staff Code of Conduct and all key policies.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Work within the Trust's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students and visitors to our schools.
- Attend Trust and school events as required and make a positive contribution during such events.
- Participate in training and learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

- To undertake any other duties commensurate with the grading of the post as directed by the Chief Executive Officer.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

Name of Postholder:_____

Signed:_____ **Date:**_____

Name of Line Manager:_____

Signed:_____ **Date:**_____

**PERSON SPECIFICATION
FINANCE OFFICER**

	METHOD OF ASSESSMENT *	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
GCSE Grade C or higher in English and Maths or equivalent	A/C/I	Essential
2. Experience		
Two to three years' experience of working in a finance office using financial software	A/I	Essential
Using school finance systems	A/I	Desirable
Cash handling and banking procedures	A/I	Essential
Placing orders and processing payments	A/I	Essential
Adhering to financial procedures	A/I	Essential
Experience of working as part of a team	A/I	Essential
Working in a school environment	A/I	Desirable
3. Knowledge		
Knowledge of a range of financial procedures, including order and invoice processing	A/I	Essential
4. Skills & Abilities		
ICT literate – very good keyboard skills, accuracy and able to use a variety of Microsoft Office packages	A/I	Essential
Good interpersonal skills	A/I	Essential
Able to work as part of a team and independently	A/I	Essential
Able to keep accurate records	A/I	Essential
Able to work to deadlines	A/I	Essential
Excellent telephone manner	A/I	Essential
Enthusiastic and positive attitude	A/I	Essential
Ability to communicate at all levels	A/I	Essential

5. Attitude and Approach		
Smart, professional appearance	A/I	Essential
Enthusiasm, energy and vision; resilience and 'can do' approach.	A//I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.