

Empowering Minds Academy Trust

Finance Officer

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| **Job Grade**  | Grade 8 Point 22-28 |
| **Working Hours (per Week)**  | 37 hours per week, term time plus 20 days to be worked across the academic year during the school holidays. To be in agreement with the Trust. |
| **Annual Salary**  | £31065 -£36092 |
| **Start date:** **Finish date:** | As soon as possible Permanent |

 Empowering Minds Academy Trust are seeking to appoint an experienced and dynamic Finance Officer who will be a key member of the trust central team. This is an excellent opportunity to join a growing and successful trust and to help in the next stage of its development.

 The successful candidate will work under the direction of the CFO to assist with the central trust financial and budgeting duties to ensure the delivery of a professional, efficient and effective service across the MAT. Main duties will involve the responsibility of two academy budgets and associated administration to include organising pay and contract changes with accuracy and attention to detail.

**We are a family of schools which values and embraces diversity and uniqueness across our trust and in our communities. We empower our children, staff, and wider communities to be ambitious and be the very best that they can be, in order to have the confidence to achieve their chosen place in society. We will achieve this through strong relationships, resilience, support, challenge, motivation and positivity. We aim to provide strong, ambitious and inspirational leadership in every school so that every pupil and every member of staff is encouraged to achieve more than they thought possible. Our learning evolves and adapts, moving toward our vision of aspiration.**

Please see the attached application form together with full job description and person specification. If you have the qualities and experience and would like to be part of our team please send your completed application form to: marie.rilett@empoweringmindsmat.uk or by post to Mrs Marie Rilett, Empowering Minds Academy Trust, Tranmoor Primary, Tranmoor Lane, Armthorpe, Doncaster. DN3 3DB.

For further details, or an informal chat, do please send an email to the address above. ***Please note that, we are not able to accept CVs all applications must be on the form provided.***

Closing Date: 12pm Thursday 12th December 2024

Proposed Interview Date: Tuesday 17th December 2024

***Empowering Minds Academy Trust is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment. Applicants will undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.***

For a full application pack visit [empoweringmindsmat.uk](http://www.empoweringmindsmat.uk) which includes the Person Specification and Job Description

For more information please contact – marie.rilett@empoweringmindsmat.uk

**Roles and Responsibilities**

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| 1. **Finance**
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| * To be responsible for two individual academy budgets. This involves assisting with the preparation of new budget, income and expenditure monitoring, budget revisions and balance forecasting. This process is supported by the CFO and involves attending monthly budget meetings with the relevant Headteachers.
* To produce the relevant reports for CEO/SLT/Trustees.
* To carry out the required monthly balances and checks, for example, Sims Finance Trial Balance checks, payroll, creditors, debtors, bank reconciliations. To raise invoices, set up direct debits, bank payments where necessary.
* Management of the cash for the two schools within the post holder’s remit.
* Assist with completion of DfE returns, preparation for audits and year end balancing.
* Under the guidance of the CFO, to assist with supporting academy financial staff with onsite/web-based training as and when required.
* To liaise with school staff to ensure compliance with financial processes and effective budget management.
* To process pay and contract changes for the relevant schools. To review payroll on a monthly basis as part of pre-payroll checks.
* The post will involve procurement for certain goods or services as per the EMAT Scheme of delegation.
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| 1. **Supplier Database**
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| * Management of the central supplier database. This involves the checking and authorising of new suppliers, monitoring school local supplier list and suppliers bank account change requests.
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| 1. **Data Protection**
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| * To be the central point for data protection recording and advice. This will involve liaising with the external Data Protection Officer/service that the MAT currently purchase. Guidance from the EMAT Deputy CEO with regards to policy and training.
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| 1. **General**
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| * The post holder must commit to undertake the necessary training to ensure that they have sufficient knowledge to carry out their duties effectively and to be able to provide up to date data protection advice.
* To comply with Trust policies and procedure, also government guidance relevant to the post holder’s duties. This will be with the support of the CFO and Deputy COO.
* There may be occasional attendance to meetings after hours.
* Occasional minute taking.
* To work as part of an effective team, supporting and positively inspiring confidence amongst colleagues
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| **Please Note:**  |
| The Postholder’s duties must be carried out in compliance with the school’s policies and procedures, including child protection procedures and the Council’s Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer’s guide entitled School Support Staff – The Way Forward’ commensurate up to and including Level 3.This job description will be reviewed annually, as part of the school’s annual appraisal procedures for teaching assistants, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties. |

**Candidate Specification**

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|  | **MAT Finance Admin and Data Protection Officer Monitoring/Reporting Role** | **Essential/Desirable** | **How identified** |
| **Qualifications**  | Minimum of grade C in GCSE Mathematics and English Language or equivalent. | E | A/I/Q |
|  | NVQ Level 3 or better equivalent relevant qualification or AAT financial qualification. | E | A/I |
|  | Excellent literacy and numeracy skills | E | A/I |
|  | Willingness and ability to obtain and/or enhance qualifications and training for development in the post. | E | A/I |
| **Experience**  | Experience of using IT systems including Microsoft office, and management information systems within a data analysis/reporting context to include Word and Excel. | E | A/I |
|  | Good working knowledge of Sims FMS | D | A/I |
|  | Significant experience of managing finance in a school environment, Experience and working knowledge of data protection procedures. | D | A/I/R |
|  | Significant experience of budgeting and associated financial processes. | E | A/I/R |
| **Skills and Abilities**  | Excellent organisational skills, attention to detail and a practical approach to problem solving. | E | A/I |
|  | Ability to establish and work to agreed priorities, meet deadlines. | E | A/I |
|  | Ability to communicate with people at all levels and to individuals and groups. | E | A/I |
|  | Ability to give and receive clear instructions both written and oral. | E | A/I |
|  | Understanding and ability to carry out school financial duties. | E | A/I |
| **Knowledge**  | Working knowledge of school financial procedures. | D | A/I |
|  | Working knowledge of general Data Protection legislation and institutional compliance requirements | E | A/I |
| **Work Circumstances** | Positive, open, and flexible approach. Methodical with attention to detail with excellent communication and time management skills. | E | A/I |
|  | Ability to work occasional flexible hours to attend relevant meetings which could be after hours. | E | I |
|  | A commitment to safeguarding and promoting the welfare of children and young people | E | A/I |

## Application for Employment – Finance Officer

**CONFIDENTIAL-** Under the General Data Protection Regulation, the information you provide on this form will be used for recruitment, selection and for employment contract purposes only. This form should be used to apply for currently-advertised vacancies only.

**Please complete this application in black ink or by typing and submit it as stated in the job advertisement**

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| Post applied for: It is essential that all candidates complete all details in this box so their application can be considered.  | Job Title  |  |
| Closing Date  |  |
| School  |  |

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| --- | --- | --- |
| Last Name:  |   |  |
| First Name(s):  |   | Title:  | Dr/Miss/Mr/Mrs/Ms/Other  |
| Address:(Address Line 1):  (Address Line 2):   (Address Line 3):  |   |  |
|   |  |
|   |  |
| Town / City:  |   |  |
| Post Code:  |   |  |
| National Insurance Number:  |   |   |   |   |   |  |   |   |   |   |
| Contact Phone Number:  |   |  |
| Email Address: \*  |   |

\* We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible.

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| **Are you entitled to work in the United Kingdom?**  |  YES NO  |
| **Have you ever been barred from working with children and/or vulnerable adults?**  |  YES NO  |
| **Do you have any criminal convictions or adult cautions that are unspent? If yes, details of any of these matters can may be provided in a sealed envelope marked ‘private and confidential’.** The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. |  YES NO  |

 **REFERENCES – Please note that references will be taken up prior to interview:**

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| --- | --- | --- |
|   | Reference 1  **(Current/Most Recent Employer)**  | Reference 2 **(Employer prior to current/most recent)**  |
| Referee Name:  |   |   |
| Job Title:  |   |   |
| Address:     |   |   |
| Email:  |   |   |
| Telephone:  |   |   |

PART B – INFORMATION IN SUPPORT OF APPLICATION

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| **Secondary, Further Education and Higher Education** Please provide details (including dates) of qualifications achieved:  |  |
| Institution/ Awarding Body  | Dates (dd/mm/yyyy)  | Qualification/ Training  | Grade  |
|    |   |   |   |

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| **Details of Training Courses / CPD** Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development:  |
| Training Provider  | Date from/to (dd/mm/yyyy)  | Subject  | Qualifications Obtained (if applicable)  |
|    |   |   |   |

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| **Current Post** Please provide details of your current or most recent post (if not currently employed): |  |
| Name & Address of Employer  | Date from/to (dd/mm/yyyy)  | Job Title and Brief Description of Duties, Salary & Grade  | Reason for Leaving  |
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| **Employment Record** Excluding your current post (above), please list in chronological order and indicate full or part-time (including gaps in employment):  |
| Name & Address of Employer  | Date from/to (dd/mm/yyyy)  | Job Title and Brief Description of Duties, Salary & Grade  | Reason for Leaving  |
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| **Additional Information in Support of your Application** Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet:  |
|  |
| **I declare that the information that I have given in this application is accurate and true** **I understand that providing misleading or false information will disqualify me from the appointment and/or may result in dismissal**  |
| **Signed**  |  | **Date**  |   |

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| **RECRUITMENT & EQUAL OPPORTUNITIES MONITORING**The information collected in this form is used for statistical monitoring purposes and will be recorded on a computer database. Access to this information will be security controlled.

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| **Nationality (please state)** |  |

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| --- | --- | --- |
| **Gender:** |  | **Ethnic Origin:** |
| Female |  |  | White |
| Male |  |  | * British
 |  |
| Trans-Gender |  |  | * Irish
 |  |
| Prefer not to say |  |  | * White Other
 |  |
|  |  |  | Asian or Asian British |
| **Sexual Orientation:** |  | * Bangladeshi
 |  |
| Bisexual  |  |  | * Indian
 |  |
| Gay Man |  |  | * Pakistani
 |  |
| Gay Woman / Lesbian |  |  | * Any Other Asian
 |  |
| Heterosexual  |  | Black and Black British |
| Prefer not to say |  |  | * African
 |  |
|  |  |  | * Caribbean
 |  |
| **Age Band:** |  | * Any Other Black
 |  |
| 16-24 years |  |  | Mixed |
| 25-34 years |  |  | * White & Asian
 |  |
| 35-49 years |  |  | * White & Black African
 |  |
| 50-54 years |  |  | * White & Black Caribbean
 |  |
| 55 and over years |  |  | * Any Other Mixed
 |  |
| Prefer not to say |  | Other |
|  |  |  | * Chinese
 |  |
| **Do you consider yourself to have a disability?** |  | * Any Other
 |  |
| Yes |  |  | * Prefer not to say
 |  |
| No |  |  |   |
| Prefer not to say |  |  |  |
|  |  |  |  |
| **Where did you see the vacancy advertised?** |  | **Religion / Belief:** |
| [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk) |  |  | Buddhist |  |
| [www.jobsgopublic.com](http://www.jobsgopublic.com) |  |  | Christian  |  |
| Internal via emailInternal notice board |  |  | Hindu |  |
| Other Website |  |  | Jewish |  |
| Doncaster Free Press |  |  | Muslim |  |
| Yorkshire Post |  |  | Sikh |  |
| National Newspaper |  |  | Other |  |
| Professional Magazine |  |  | None |  |
| Jobcentre Plus |  |  | Prefer not to say |  |
| TES  |  |  |  |  |
| Other |  |  |  |  |
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