



TRUST FINANCE TECHNICIAN

This is a role within the Trust

Job Description & Person Specification

December 2022

Job Description

Job Title:	Trust Finance Technician
Accountable to:	Head of Finance (CFO)
FTE Salary:	£27,357 - £31,731
Contract:	25 hours / TT+3 - Permanent

Working Hours

The post is flexible, but you will be expected to work during term time and take annual leave during school holidays.

25hrs TT + 3 weeks

Core Purpose

Providing full support to the Head of Finance and Finance team in the preparation, verification and distribution of monthly and annual accounts for all 5 schools and the central trust.

The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Key Priorities

To support the finance team in the preparation, verification and distribution of:

- Monthly Management Accounts for schools, Trust Management Accounts and Annual Financial Accounts
- Maintenance and management of the trust core nominal ledger including balance sheet reconciliations
- Trust cashflow management and reporting
- Capital income and expenditure monitoring
- Contribute to the production of any report to the Trust Board as required.
- To be supportive of our strategic priorities.

Duties

The Finance Technician will:

1. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect.
2. Take appropriate action and report concerns to the Designated Person for safeguarding and follow the Trust's child protection and safeguarding policies.
3. Maintain an attitude of 'it could happen here' when it comes to safeguarding.
4. Be a role model and take a lead in ensuring excellent professional practice across the Cirrus Primary Academy Trust.
5. Ensure equal opportunities with regard to all aspects of practice and provision.
6. Undertake any other duties as may reasonably be directed by the Head of Finance.
7. Work from a base in the Trust offices but be able to provide support to other schools as requested.

8. Participate in any arrangements for the appraisal of your performance as Finance Technician and commit to furthering your professional knowledge and skills through identification of training needs and participating in further training.
9. Code all order requisitions, ensuring the budget spend is available. Authorise all requisitions under £2500 before passing to finance team for processing. Pass on for authorising all requisitions over £2500 as per internal procedures.
10. Assist in the preparation of monthly and annual accounts prepared on an accrual's basis.
11. Assist in the preparation of trust-wide management accounts, liaising with the finance team to ensure the month end timetable is adhered to, and explanations obtained to support financial data.
12. Assist in the preparation of year end schedules and audit files for both internal and external auditors. Respond to auditor's queries in a timely manner.
13. Fully comply with the requirements within the Academies Financial Handbook and the Trust policies.
14. Responsible for the sound production of a core nominal ledger – ensuring coding is appropriately used and any miscoding's are dealt with.
15. Monitor budget spend via analysis of income / expenditure and assist the Head of Finance with budget preparations for reforecasts / future years budgets.
16. Assist with reconciliation of balance sheet accounts (ledger control accounts, debtor and creditor accounts including accruals and prepayments)
17. Responsible for monitoring and updating of rolling cashflow forecast, highlighting any potential issues for cashflow
18. Support the Head of Finance and Finance Processing Team Manager with monitoring capital income and expenditure, managing the Trust Fixed Asset Register and ensuring items that meet the Trust's Capitalisation Policy are added and depreciated accordingly
19. Assist the Head of Finance with statutory returns as required.
20. Work with the Finance team to ensure all income due is received in a timely manner and any income generation projects are investigated / grant funding is applied for.
21. To use the trusts financial packages, currently Access, for the Trust accounts.
22. Attend and participate in regular meetings with the Head of Finance and Finance Team.
23. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Person Specification

Essential Requirements

1. A high standard of general education.
2. Technical skills in using computerised finance systems
3. Advanced technical skills in using Microsoft excel
4. Experience of operating accounting systems
5. Experience of reviewing large volumes of financial data an advantage
6. Experience of management reporting, forecasting and budgeting
7. Excellent communication skills and the ability to work effectively with stakeholders at all levels
8. Collaborative and responsible
9. Self-organised, pro-active and self-motivated
10. Can act with integrity, openness, and authority
11. Flexible hands-on approach
12. Ability to maintain confidentiality
13. Ability to remain impartial
14. Customer focused, can-do attitude
15. A professional and friendly disposition
16. An openness to learning and change

Desirable Requirements

1. Full / Part qualified accountant or equivalent
2. Previous experience in education
3. Proficiency in data manipulation and presentation
4. An understanding of safeguarding and data protection
5. An understanding of Fraud Prevention