

JOB DESCRIPTION

Post Title: Finance Officer
Grade: Scale 5, NJC points 12 to 17
Hours: 37 hours per week, term time plus 4 weeks
Responsible to: Finance Manager

Job Purpose:

To work as a member of the Trust finance team, supporting the Trust to achieve its aims and objectives through the effective and efficient operation of the Trust's finance, accounting, payroll and procurement systems. Ensuring information held is up to date and accurate and operations comply with relevant legislation and regulations, and advocating the Trust's financial procedures and policies.

Main Duties and Responsibilities:

1. Safeguarding

- 1.1. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to Enhanced DBS clearance and satisfactory employment history references.

2. Accounting

- 2.1 To maintain a robust and accurate system of accounting using SAGE, or other accounting packages, ensuring that all financial transactions are processed correctly and with minimum delay.
- 2.2 Conduct daily, weekly, monthly and year-end procedures, including balance sheet reconciliations and financial reports on a monthly basis.
- 2.3 To prepare and process external and internal invoices to ensure that payments are received or remitted within the agreed timescales.
- 2.4 To complete bank account reconciliations highlighting and investigating discrepancies to a satisfactory solution.
- 2.5 Undertake routine updates of accounting systems.
- 2.6 Maintain purchasing cards accounting system.



3. Payroll

- 3.1 To review payroll summaries throughout each month highlighting and investigating discrepancies to a satisfactory conclusion.
- 3.2 To monitor and process all claims for additional hours, overtime and expenses for salaried and casual staff.
- 3.3 Liaise with Personnel Manager regarding staff changes and payroll discrepancies.

4. Audit

- 4.1 Maintain a system of self-checks to ensure practices and process maintain compliance with audit standards and the Academies Financial Handbook.
- 4.2 Work with financial advisors and support the work of internal and external auditors including the Schools Financial Value Standard.
- 4.3 Ensure that the Trust is compliant with VAT regulations.

5. Procurement

- 5.1 Scrutinise, prepare for authorisation and place orders for goods and services assuring best value, that the budget covers the expenditure and in compliance with Trust and local/national regulations.
- 5.2 Review contracts and seek savings across the Trust.
- 5.3 Act as goods inwards for Trust deliveries.
- 5.4 Act as procurement cardholder and co-ordinator.

6. Insurance

- 6.1 Maintain Trust insurance policies to ensuring continuity of cover and best value.

7. Reporting and Analysis

- 7.1 Produce routine and ad-hoc reports from accounting packages or develop local reports using Excel.
- 7.2 Conduct financial and procurement analysis.
- 7.3 Provide expenditure reports for budget managers.



8. Courses/Training

- 8.1 Manage system of booking training courses and arranging travel and accommodation

9. Budgeting

- 9.1 Provide school Heads' with staff costings, as requested.
- 9.2 Assist school Heads' with the annual budget, particularly staffing and administration budgets.
- 9.3 Assist school Heads' with forecasting, as requested.

10. Cashier

- 10.1 Receive, reconcile, account and bank all Trust monies when necessary, ensuring cash holdings do not exceed authorised limits.
- 10.2 Receive, reconcile, account and bank all Trust monies relating to lettings, or other sales invoices, on a routine basis, ensuring cash holdings do not exceed authorised limits.
- 10.3 Overall responsibility to prepare payments for authorisation and make authorised remittances.
- 10.4 Operate the Trust petty cash system.
- 10.5 Support all Trust staff in the financial aspects of school trips.

11. Other Financial Matters

- 11.1 Monitoring all income and expenses for trips on a regular basis.
- 11.2 Supporting Trust staff with costings for trips and events.
- 11.3 Advise Trust colleagues on financial and procedural matters.
- 11.4 To ensure the implementation of Trust financial policies and procedures.
- 11.5 Dealing with day to day matters, including correspondence and telephone calls.

12. Miscellaneous

- 12.1 To work term time plus 4 weeks (or 148 hours), to be worked by mutual agreement during school holiday periods.
- 12.2 To maintain confidentiality at all times in respect of Trust-related matters, and to prevent disclosure of confidential and sensitive information.
- 12.3 To take part in performance management arrangements and be responsible for your own Continuing Professional Development, undertaking training as appropriate.
- 12.4 To carry out risk assessments, where required, in line with these duties.
- 12.5 To work safely and bring to the line manager's attention any faults, accidents, incidents or near misses and any other health and safety concerns in order that Trust premises remain healthy and safe environments for all stakeholders.
- 12.6 To be aware of and adhere to applicable rules, regulations, legislation, procedures and policies e.g. the Trust's Code of Conduct and Equal Opportunities Policy; COSHH; data protection and copyright legislation.
- 12.7 To undertake any other duties of a similar level and responsibility as may be required.

October 2019

Signed:.....(Post-holder) **Date:**.....

Signed:.....(Line Manager) **Date:**.....

