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## Job Description for Finance Officer

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**Responsible to:** Finance Manager - Secondary

**Paid on:** Band F of the NCLT School Support Staff.

**Based at:** Brinsworth Academy but you will be required to work at the other secondary schools within the Trust.

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### OVERALL PURPOSE OF THE POST

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The Finance Officer will work as part of the Trust Finance Team to provide a comprehensive range of financial support, administration, and advice across the Trust.

The post holder will also closely support the Finance Manager on higher level financial tasks including management account preparation and quality control of financial data.

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### MAIN DUTIES

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- Assist with the preparation of monthly Management Accounts
- Process accruals, prepayments and journals.
- Reconcile bank accounts, credit card & maintain cashflow forecasts.
- Balance sheet reconciliation ownership e.g., debtors, creditors
- Monitor grant income & expenditure.
- Bacs processing – Supplier runs.
- Trip & Sales reconciliations for our secondary schools.
- Raise sales invoices.
- Update parental pay systems.
- Dealing with queries from colleagues in the academy and across the Trust.

#### **Additional Duties including but not limited to:**

- Assist the Finance Team with financial administration at busy periods to support the team achieving month end deadlines.
- Ensure that all financial transactions and control are operated in accordance with legal and statutory requirements, including the Academies Financial Handbook and the Trust's financial procedures.
- Undertake other duties as requested by the Finance Manager.
- The main duties of this role may develop in line as you gain experience and knowledge in the role.

**You may be required to work up to 2 evenings per academic year to support Trust events. Some of this work may be at a different site to the one you are based at. You would be expected to travel between sites where required to support the need of the Trust at these times.**

There will be an expectation across the Trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the Trust.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust's procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.**

**The post holder's duties must always be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust's mission and strategic objectives and to demonstrate its values through their behaviour.**

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## Person Specification for Finance Officer

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

| ATTRIBUTES                           | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                               | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Relevant Experience</b>           | <ul style="list-style-type: none"> <li>• Experience of monitoring income and expenditure against budgets and the preparation of variance analysis.</li> <li>• Ability to work accurately, demonstrating excellent attention to detail with strong numeracy skills.</li> <li>• Comprehensive knowledge of monthly financial administration, and ability to work independently to achieve month end deadlines.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working in an educational or public sector environment.</li> <li>• Experience of working in a busy finance environment supporting departmental practices and processes and delivering an excellent customer service.</li> <li>• Excellent communication skills with the ability to articulate complex information.</li> </ul> |
| <b>Education and Training</b>        | <ul style="list-style-type: none"> <li>• Attainment of 5 GCSE qualifications, including English &amp; Maths or equivalent (GCSE's A*-C / 9-4)</li> <li>• Working towards or obtained a finance qualification e.g. Association of Accounting Technician (AAT) qualification, level 2,3 or 4.</li> </ul>                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Special Skills and Knowledge</b>  | <ul style="list-style-type: none"> <li>• Understanding of financial controls and financial environment.</li> <li>• Ability to analyse numerical and written information and present results in a clear and concise format.</li> </ul>                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Analytical experience of providing statistical data.</li> <li>• Experience of supporting budget holders in understanding how to interpret their budget reports.</li> <li>• Comprehensive knowledge of integrated financial accounting systems.</li> </ul>                                                                                   |
| <b>Personal Skills and Qualities</b> | <ul style="list-style-type: none"> <li>• Proficient organisation skills, using time management skills to change subject focus frequently and without prior notice.</li> <li>• Able to work collaboratively.</li> <li>• Good judgement and decision-making skills.</li> </ul>                                                                                                                                            | <ul style="list-style-type: none"> <li>• Demonstrates knowledge of financial and accounting policy and regulations such as VAT and HMRC.</li> </ul>                                                                                                                                                                                                                                  |
| <b>Additional Factors</b>            | <ul style="list-style-type: none"> <li>• Ability to make appropriate and realistic judgments, based on professional expertise, relevant, up to date and verifiable information.</li> <li>• Ability to problem solve and analyse complex information.</li> </ul>                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Possess a thorough and competent range of communication skills.</li> </ul>                                                                                                                                                                                                                                                                  |

