

**POST TITLE: Trust Finance Officer**

**SALARY: £25,584 to £27,269 (pay award pending in addition to this)**

**WORKING WEEKS: 37 hours, all year round (part-time or TTO requests will be considered)**

**RESPONSIBLE TO: Trust Finance Manager**

**STATUS OF POST: Permanent**

## **JOB DESCRIPTION**

<b>Job Purpose</b>
<p>To be a part of the Finance Team providing a comprehensive administrative support service to the school with specific responsibility for:</p> <ul style="list-style-type: none"> <li>• Providing and maintaining financial support for the academies within the Trust using the finance system</li> <li>• Maintenance and interrogation/scrutiny of account budgets as required.</li> <li>• Support school budget holders, other colleagues and stakeholders with requests, training and queries regarding purchases, payments, trips and other activities.</li> <li>• To support the Trust Finance Manager in delivering an efficient and effective finance provision for the Trust.</li> <li>• Work both under direction and under own initiative to support the finance requirements of the Trust.</li> </ul>
<b>Main duties</b>
<p><b>Finance Software:</b></p> <ul style="list-style-type: none"> <li>• Overseeing the processing of all orders and invoices, maintaining the data on the system whilst ensuring budgets do not overspend and also adhering to 'best value'.</li> <li>• Processing journals where appropriate.</li> <li>• setting up and maintaining suppliers/staff in line with Trust internal processes and controls.</li> </ul> <p><b>Income and Sales Ledger:</b></p> <ul style="list-style-type: none"> <li>• Posting of remittances to appropriate ledger code/cost centres for academies and/or the Trust</li> <li>• Maintenance of appropriate financial records</li> <li>• Banking of any cash/cheques as applicable.</li> <li>• Raise invoices for any other income streams e.g. Out of County Funding, Lettings, Out of Hours provision, etc. and ensure remittances are posted against relevant invoices.</li> <li>• Monitoring of aged debtors and following up with customers in a timely manner.</li> <li>• In line with school and/or Trust lettings policies, work in conjunction with Estates staff to ensure adequate records are kept and appropriate charges made for all lettings of both a short and long-term nature.</li> </ul> <p><b>Expenditure and Purchase Ledger</b></p> <ul style="list-style-type: none"> <li>• Process orders and invoices as required to meet the needs of the business.</li> <li>• Process and payment of non-order invoices in compliance with the Trust Finance and Accounting Policy.</li> <li>• Ensure spend falls within allocated budgets and refer to budget holder as necessary.</li> <li>• Prepare BACS runs on a regular basis.</li> <li>• Monitoring of aged creditors and responding to suppliers in a timely manner.</li> </ul>

- Processing of direct debit expenditure.
- Review information provided to determine any relevant 16-19 bursary award due to students.
- Make payments to students in receipt of 16-19 Bursary funding on a half-termly basis.

#### **ParentPay**

- Administration of the ParentPay system across the schools and/or Trust.

#### **Trust Charge Cards**

- Collating and posting of charge card transactions and payments on the finance system.
- Maintain comprehensive and accurate financial records monthly.
- Ensure appropriate authorisation is obtained to support to audit requirements.

#### **Other duties**

- Support budget holders with administration of the finance system.
- Plan own work considering priorities at the time.
- Provide monthly reports to Trust Finance Manager as requested.
- Administer email and post daily.
- Maintain all financial records in accordance with audit requirements.
- Safeguarding and promoting the welfare of children and ensuring they have a safe environment in which to learn.
- The post holder will be expected to participate in training and other learning activities and performance development as required.
- Maintain the highest standards of confidentiality and data protection in a discreet and professional manner.
- Any other duties commensurate with the role and as directed by Trust Finance Manager and/or CFPO.

#### **Other information**

- This role will predominantly be based at our Oak Wood site.
- Postholder may be required to travel sites within the Trust. Appropriate expenses will be reclaimable.

**Note: These are broad descriptions of the types of duties/activities expected of a post at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.**

## PERSON SPECIFICATION

Criteria	Standard
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Good level of education or equivalent experience in a related area.</li> <li>• 5 GCSE's including English and Maths.</li> <li>• Willingness to commit to staff training and development.</li> <li>• Experience of working in an education environment.</li> <li>• Experience of working as part of a busy administration team.</li> </ul>
<b>Job related knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of Access Finance system</li> <li>• Excellent numeracy and literacy skills.</li> <li>• Methodical with good attention to detail.</li> <li>• Computer literate and able to work with a range of software applications.</li> <li>• Effective organisational skills and ability to work independently.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Meet strict deadlines.</li> <li>• Ability to act with discretion and maintain confidentiality.</li> <li>• Ability to work constructively as part of a team, understanding roles &amp; responsibilities and your own position within these.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Takes responsibility and accountability.</li> <li>• Is adaptable to change, embraces and welcomes change.</li> <li>• Committed to the provision and improvement of a quality service.</li> <li>• Ability to communicate effectively.</li> <li>• Self-motivated and committed to delivering a high standard of work.</li> <li>• Ability to work well under pressure.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible with working hours to respond to needs of the business.</li> <li>• Hold a full driving licence and access to a vehicle with business insurance</li> </ul>