



Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Senior Finance Officer (start salary NJC 40 £37, 293 – full time)

### Job Description

#### PURPOSE OF THE JOB:

The Senior Finance Officer is responsible for providing an efficient and accurate finance and accounting service to the school, also reporting to the Head of Business & Operations with budget management & reporting, data analysis, payroll administration, submission of returns and reconciliations.

### Responsibilities and Tasks

#### Key Functions:

1. Maintaining consolidated management accounts and managing consolidated financial returns for the Trust schools
2. Monitoring financial health of schools within the Trust and working with schools to prepare 3-5 year plans
3. Coordinating the work of the Responsible Officer(s) in relation to internal control and scrutiny
4. Overseeing the annual financial external audit and liaising with the auditors as appropriate  
Advising and keeping the Trust Board up to date on financial matters
5. Ensuring the insurance and pension schemes are appropriate and current.
6. Maintaining and updating as appropriate Trust documentation e.g. financial scheme of delegation, financial policies, risk register, and contingency and business plan.

#### Competencies Required:

The following competencies are required for this position:

1. Strong, effective professional, financial track record with excellent business acumen and sustained focus to accommodate change.
2. High levels of Numeracy and Literacy
3. Able to work to own initiative, prioritizing workloads (short, medium and long term plans) to meet deadlines
4. Excellent communication and interpersonal skills
5. Ability to lead, motivate and influence in a complex professional structure.
6. Excellent ICT skills, including finance management systems, e.g. Excel, SIMs, Sage
7. Accurate quick data input and analytical skills
8. Confidentiality and sensitivity to issues, as required
9. Trust, loyalty, tact and discretion and the ability to be impartial
10. Ability to co-ordinate and liaise with internal and external parties, always presenting the school in professional and efficient manner
11. Committed team player
12. Ability to work in a regulated environment and ensuring compliance
13. Ability to contribute to the development of strategy and able to think beyond the current timeframes or business plan to influence the long term financial strategic direction of the school

**Accounting:**

1. Financial management is efficient and in accordance with agreed policy, procedures, financial guidance and relevant legislation.
2. The Trustees are updated efficiently on the quarterly management accounts (reporting actual forecasts variances against budgets)
3. Value for money is obtained in the purchase of goods and services
4. Effective preparation of Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
5. Effective responsibility for the preparation of Annual Accounts in accordance with the statutory and Charity Commission requirements (and for liaising with the auditors).
6. The VAT and tax returns are up to date and accurate, and ensuring compliance with regulations for benefits in kind.
7. Advise of risks associated with financial activities of the Trust and a risk register is maintained
8. The VAT and tax returns are up to date and accurate, and ensuring compliance with regulations for benefits in kind.
9. Information (including policy) provided for the Trustees in response to adhoc requests and specific projects are clear, concise, up to date and relevant
10. Head of Business & Operations is kept well informed and returns are accurate and reflect practice
11. Audits are led and managed in consultation with other schools in the Trust and reveal no major issues
12. Internal audit by responsible officers is co-ordinated and recorded and follows requirements
13. Insurance coverage meets the requirements of law and the Board of Trustees, especially in respect of employer's liability, Trustees / Trustees liability, public liability, building and equipment cover, personal accident, travel and other relevant cover.
14. Contract tendering is managed efficiently and effectively in accordance with policy, procedures and relevant legislation.
15. All financial information is accurately kept up to date and monitored in accordance with procedure (including income and expenditure accounts, balance sheets and profit and loss accounts)
16. Records of financial systems and transactions are accurately maintained with up to date information, reconciled, and able to produce accurate reports as required
17. Data is appropriately and safely transferred when database systems are updated, introduced and / or changed
18. Data is accurately inputted and extracted on the database systems
19. The filing systems in place enables information (documents) to be accessed efficiently as required
20. Historical data and files are appropriately archived (electronically and manually) in accordance with procedures, including retention for the required periods of time
21. Annual estimates of consolidated income and expenditure within the Annual Budget are prepared in consultation with the Head of Business and Operations.
22. Final accounts are accurate and prepared appropriately in a timely manner
23. In liaison with Company Secretary, agendas and minutes are scheduled to meet requirements of audit
24. Reports and advice given to Head of Business and Operations as requested

**General**

1. To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

**Equal Opportunities**

1. The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

### Health & Safety

In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:

1. Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
2. Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.*



## Person Specification

### Senior Finance Officer

1. Knowledge and Experience	Essential	Desirable
Previous experience of working with budgets	✓	
Previous experience working in a financial capacity	✓	
Experience of working within the school environment	✓	
Experience of using finance software packages (Sage for Education)	✓	
Experience of working within the financial sector	✓	
Experience of SIMS (School Information and Management System)	✓	
Experience with accounting procedures in schools reporting to the ESFA	✓	
Understanding of reporting back to the DFE on budgetary requirements	✓	
2. Qualifications	Essential	Desirable
Maths GCSE Grade C or above (or equivalent)	✓	
English GCSE Grade C or above (or equivalent)	✓	
Evidence of some training in accountancy or finance	✓	
Relevant qualifications to finance		✓
Evidence of further training in finance, accountancy and/or ICT		✓
3. Aptitude and Abilities	Essential	Desirable
Ability to work as part of a team	✓	
High levels of organisation	✓	
Good accounting skills	✓	
Good record-keeping	✓	
Good communication skills with both adults and children including a good telephone manner	✓	
Understanding of and commitment to equality of opportunity	✓	
Understanding and practice of Confidentiality	✓	
Good ICT skills	✓	
Ability to manage time effectively and prioritise tasks	✓	

A willingness to be flexible	✓	
A respect for confidentiality	✓	
<b>4. Aptitude and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to get on well with staff, children and the public.	✓	
Good interpersonal skills at all levels.	✓	
Ability to demonstrate a flexible and adaptable approach to work	✓	
Willingness to take on a range of tasks and utilise a range of skills	✓	
Ability to be a good 'team worker', including working co-operatively with other staff	✓	
A sense of humour	✓	