

Rochdale
sixth form
college

JOB DESCRIPTION:

Senior Finance Officer



Job Description

Job Title:	Senior Finance Officer
Reports to:	Finance Director
Remuneration:	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary for this post is SCP 27-33 £21,814-£26,330.
Contract:	Full Time – Permanent
Start Date:	Immediate

The post of Senior Finance Officer would suit either a part-qualified accountant or an AAT qualified or part-qualified practitioner with a good educational background and a willingness to work towards a professional accountancy qualification. A contribution to training will be provided for the right candidate. The salary will be dependent on skills, experience and qualifications. The Altus Education Partnership is also willing to consider a recent graduate with a good educational background and a degree in a Finance or Business related subject. Graduates would be expected to make a commitment to training and the Trust.

Overall Purpose of the Post

- To support the Finance Director in all aspects of the Trust's operational financial functions.
- To develop the necessary skills and abilities for the delivery of accurate and robust financial information.
- To assist the Finance Director in efficient preparation and process of the Trust's payroll.

Key Duties

- Work closely with the Finance Director to deploy financial resources to meet the operational objectives of the Trust.
- Within the Finance team, work towards developing, implementing and maintaining a financial function to support the Trust.

Support for the Trust

The Senior Finance Officer will

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the Trust and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the Trust's ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. Altus Education Partnership is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

Senior Finance Officer Duties

	The main responsibilities are as follows:-
1.	Banking and cash <ul style="list-style-type: none"> Monthly reconciliation of all academy bank accounts Reconciliation of credit card statement Maintenance of online banking facility Production of weekly payment runs via BACs Liaise with academy bankers regarding transaction details when necessary Reconciliation of petty cash
2.	Income <ul style="list-style-type: none"> Posting and monthly reconciliation of General Annual Grant (GAG) and other grant income Posting of all direct credits on a timely basis Posting of receipts from ParentPay on a timely basis
3.	Bursary <ul style="list-style-type: none"> Administer the student applications for bursary at enrolment and during the course of the year Make weekly bursary payments to students in line with the policy
4.	Payroll <ul style="list-style-type: none"> Perform the payroll on a monthly basis Prepare returns to the pensions agencies Liaise with HMRC Deal with staff queries
5.	VAT return <ul style="list-style-type: none"> Prepare and submit the VAT return on a monthly basis Liaise with HMRC as required
6.	Month-end procedures <ul style="list-style-type: none"> Reconciliation of control accounts Review of aged debtors and creditors listings Review all balance sheet accounts
7.	Fixed asset register <ul style="list-style-type: none"> Maintain the fixed asset register Undertake regular checks to ensure the register is accurate
8.	Budget <ul style="list-style-type: none"> Assist in the preparation of the budget Offer support to budget holders in the day-to-day management of their budgets
9.	Other <ul style="list-style-type: none"> Performing all other duties that may arise in the course of the running of the Finance Office Support the roles assigned to the Finance Officer

Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS AND EXPERIENCE				
1.	Willing to work towards a professionally recognised Accountancy qualification.	E	√	√
2.	5 GCSE's or equivalent including Maths and English Language	E	√	
3.	Experience of financial and management accounting or a Bachelors degree 2:2 or above or HND preferably in a Business or Finance related subject.	E	√	
4.	Experience in an office environment	D	√	√
5.	Experience of computerised financial systems including sales ledger, purchase ledger and cashbook	D	√	√
6.	Experience of the use and development of computerised systems	E	√	
7.	A willingness to undertake further training relevant to the post	E	√	√
8.	Experience of preparing management accounts and financial reports to a variety of stakeholders	D	√	√
9.	Experience of budget monitoring	D	√	
10.	Experience of effective team working	E	√	
11.	Experience of setting up and developing databases, gathering data and producing statistical reports in an informative and concise manner	D	√	
SKILLS AND KNOWLEDGE				
9.	An enthusiasm to support excellent learning and teaching throughout the Trust	E	√	√
10.	A good understanding of the financial systems and controls required to create sound financial management	D	√	√
11.	Excellent communication, interpersonal skills and willingness to have a flexible approach to duties and tasks.	E	√	

12.	An understanding of the strategic and operating requirements of financial information for the management of a complex organisation	D		✓
13.	Excellent IT skills	E	✓	
14.	Ability to use Microsoft Office applications in particular Excel spreadsheets.	E	✓	
15.	Ability to create financial reports within computerised financial software systems or other report writing packages	D	✓	✓
16.	Excellent organisational and communication skills including the ability to explain complex issues in a clear understandable manner	E	✓	✓
17.	Recognise and understand the need for confidentiality	E	✓	
18.	Ability to work under pressure	E	✓	
19.	Ability and confidence to work under supervision and as part of the Finance Team	E	✓	
20.	Willingness to work flexibly, attending evening meetings and external training as and when necessary	E	✓	
21.	Knowledge of or willingness to learn the payroll function.	E	✓	✓
22.	Ability to deal sensitively with complex and sensitive issues.	E	✓	✓
23.	Knowledge of equality and diversity and an understanding and commitment to provide equal opportunities for all	E	✓	