



**Finance Officer Based in  
Swavesey Village College  
Academy  
JOB DESCRIPTION**

<b>Scale:</b>	Scale 5 point 22-25
<b>Hours:</b>	37 hours per week (Monday to Friday – hours by agreement)
<b>Weeks:</b>	Full Time (52 Weeks)
<b>Responsible to:</b>	Trust Financial Accountant
<b>Responsible for:</b>	Finance Assistant(s)

**ROLE**

To assist the Trust Financial Accountant with the Trust's financial operations to ensure the support services provided enable the academies to meet their responsibilities and goals.

**1. Finance Responsibilities:**

- Prepare monthly supplier payment runs including e-mailing remittance advices to suppliers
- Enter and check payroll variances for the staff at the school and liaise with HR to ensure that any contractual changes are reflected accurately and in a timely manner.
- Assist the Financial Accountant with the preparation of month end accounts and re-forecasts
- Prepare reconciliation of balance sheet control accounts
- Meet with Principal of the school and the Trust Financial Accountant on a regular basis
- Daily and monthly procedures and transaction processing in connection with the Accounting system including monthly reconciliation of control accounts.
- Oversee and post entries into the Nominal Ledger.
- To reconcile the bank statements on a weekly basis and assist with the planning of cash flows.
- Payroll journals – input
- Ensure that the Trust's financial procedures are adhered to at all times, with particular reference to payment authorisations and ensuring that orders do not exceed Budget Holder's financial limits. Wherever possible, help Budget Holders to understand their budget, commitment and available spend positions.
- Oversee that Sales Ledger receipts are banked in a timely manner and accurately recorded against the correct account.
- Ensure effective credit control procedures are in place i.e. any monies owed to the school that are overdue are chased up
- Assist the Trust Financial Accountant to monitor income from lettings by ensuring that all invoices are raised as soon as possible. Receipts must be banked and entered in to PSF in a timely manner.
- Line management of finance assistant(s).
- Oversee management of petty cash
- Undertake any other duties as deemed necessary by the Trust Financial Accountant.

**2. Support for the School**

- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in academy events and activities.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Ensure new budget holders are trained to use the PSF PO systems

Any other tasks, duties or services that may be reasonably requested.

3.

#### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

#### **4. Continuing Professional Development**

- Participate in an induction programme.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available

*The job description is subject to review and may be changed following consultation with the post holder.*

*Line management and appraisal of this post is undertaken by the Trust Financial Accountant . The job description detailed above conveys the position as at August 2016. Owing to the continual change currently being faced within all of the finance teams the detailed duties are subject to review and may be changed following consultation with the post holder. It is expected that the post holder will attend appropriate and relevant training courses which will enhance the performance of the post holder as required by the Trust, at the Trust's expense.*

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

## Finance Officer PERSON SPECIFICATION

Criteria	Essential or Desirable
<b>Education and Experience</b>	
5 GCSE passes - or equivalent one of which must be English and another of which must be Mathematics	E
Knowledge of accounts payable / receivable	E
Knowledge of general accounting procedures	E
Knowledge of office administration and procedures	E
Knowledge of general bookkeeping procedures	E
Knowledge of Sage 200 accounting software or equivalent	E
Proficient in data entry and management	E
Experience of working in a schools or college environment	D
<b>Key Competencies &amp; Personal Qualities</b>	
Organizing and prioritising	E
Attention to detail and accuracy	E
Information management skills	E
Good verbal and written communication skills	E
Problem analysis and problem solving skills	E
Strict adherence to regulations, procedures and practices	E
Ability to meet deadlines	E
Ability to maintain confidentiality of staff and pupil information	E
Commitment to providing a professional and caring environment for staff, students, parents, the governing body and others	E
Adaptable to changing working patterns and practices	E
A presence and strength of character that promotes calm in a busy and demanding environment	E
Commitment to working with other staff as part of a team responsible for supporting the process of teaching and learning	E
Self motivated and able to work on own initiative	E
Ability to work on own for much of the time, but integrate with the wider office team	E
Personable and well presented	E
Desire to learn and take on new challenges	E

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