

Post title	Senior Finance and Administration Officer
Responsible to	Director of Finance and Business
Grade	8
Line Management Responsibilities	Not applicable
Working Hours	Permanent, term time only + 3 weeks
Job Purpose	To assist the Director in the provision of efficient and effective support services to ensure the Trust achieves its stated aims and objectives. To provide particular detailed work for an assigned school within the Trust. To support the Director of Finance and Business work across the Trust.
Duties and Responsibilities at the assigned school	<ul style="list-style-type: none"> • To co-ordinate the financial team of support staff in the implementation of agreed systems and policies which ensure the effective maintenance and control of all budgets and accounts. • To co-ordinate the tasks of the Finance Team to ensure and facilitate the ordering, processing and payment of all goods and services provided to the School as well as ensuring the timely collection and maximisation of income. • To maximise the income generated by the school from lettings. • To assist with the administration of budget preparation/review arrangements within the assigned school. To assist in ensuring that effective monitoring and satisfactory records are kept of all monies, irrespective of source. • To assist in the collation of information required for inspection by External Audit, including the school's Annual Financial Report. • To assist the Director of Finance and Business when acting as budget holder for assigned budgets, in accordance with the school's Financial Procedures Manual, in ensuring that spending budget heads are not overspent and that income budget heads are achieved, paying continuous attention to their budgetary control position, identifying variations and taking corrective action. • To coordinate the work of the Premises team to ensure the timely completion of their duties, working with service providers, to ensure the security, cleaning, maintenance and provision of all services to the school are met and comply with Health & Safety requirements.

	<ul style="list-style-type: none"> • To assist with ensuring the provision of an efficient and effective school meals service within the school, where appropriate liaising with the Catering Manager to determine strategies for growth. • To undertake some personnel matters, which may include maintenance of staff records, annual appraisal system and to undertake performance reviews as necessary.
Duties and Responsibilities for the Trust	<ul style="list-style-type: none"> • To assist the Director of Finance and Business, as directed, in reviewing policies and activities, relating to general matters such as administration/clerical procedures, human resources and budgetary control. • To assist the Premises team, in consultation with various agencies, on the future development of the Trust premises and site. • To assist in providing financial and management information to the Trust, Headteacher, Leadership Team, EFSA and appropriate central and local government agencies as required. • To assist in investigating and determining opportunities to maximise the use of the Trust's plant and resources. Initiate income generation schemes and manage and monitor such projects.
General	<ul style="list-style-type: none"> • The post-holder must carry out his or her duties with full regard to the Equal Opportunities Policy. • All duties and responsibilities must be carried out with due regard to the Health and Safety Policy. • The post-holder will participate in the performance management process as it is applied for all staff. • The post-holder should have knowledge of and compliance with relevant policies and procedures. • The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.