

Job Description – Finance Officer (Brentwood Academies Trust)

Job Title	Finance Officer (Brentwood Academies Trust)
Grade	Scale 21 – 25 (£20,138 - £22,658 plus OFA £585)
Reports to	Brentwood Academies Trust (BAT) Financial Controller
Liaison with	Head of Finance (BAT), Headteachers, teaching and non-teaching staff, suppliers and contractors.
Hours/Weeks	Full Time 37 hours / 52.14 weeks
Technical Support	To implement all technical support, guidance and advice issued by the Brentwood Academies Trust
Job Purpose	<ul style="list-style-type: none"> To provide accounting support to the BAT Financial Controller (FC) and BAT Head of Finance (HoF) Assist in the internal control process and ensure adherence to financial regulations To process transactions relating to centralised processes and provide support and guidance to all finance teams with regards to MIS (PSF)
Duties	<p>Financial Regulations and Internal Control Procedures</p> <ul style="list-style-type: none"> Assist in the regular update of the Financial Regulations and Scheme of Delegation for the BAT Assist in the dissemination and training of the BAT financial policies and procedures to finance staff and other colleagues Assist in the monitoring of all financial transactions to ensure the integrity of reported and audited data Assist in maintaining, updating and implementing MIS (PSF) <p>Financial Reporting for Trust and Trust Schools</p> <ul style="list-style-type: none"> Assist with the annual budget preparation and upload budgets to MIS (PSF) Prepare and ensure completion of month end documents as required by the Financial Controller, including the review of trial balance and control accounts, implementation of corrections and production of cost centre and management reports. Regularly monitor the sales ledgers and purchase ledgers producing debtor and creditor reports to assist in control of cash flow, debt management and adherence to financial regulations. Assist with the preparation, monitoring and update of monthly cash flow projections advising of potential difficulties Assist with the preparation of reports and returns required by the Headteachers, Local Governing Bodies, Board of Directors, Education Funding Agency (EFA) and Department for Education including the annual Budget Forecast Return. Assist in the completion of year end documentation and audit file as required by the FC (BAT), liaise with both internal and external auditors as required. Assist with the monitoring of capital projects and the claiming of capital funding from the Local Authority or EFA. <p>Financial Support for Trust and Trust Schools</p> <ul style="list-style-type: none"> Assist staff to achieve best value when ordering goods and services. Assist in the monthly reconciliation of the financial systems and accounts. Assist and support the centralised finance function: <ul style="list-style-type: none"> ➤ Purchase ledger – process transactions as required, ensuring compliance with authorisation limits

	<ul style="list-style-type: none"> ➤ Sales ledger – process transactions as required ensuring debts are collected in a timely and efficient manner. ➤ Process BACS/cheque payments ensuring there are sufficient funds to proceed and recognising the optimum credit period. Action and replace any lost or cancelled cheques. ➤ Process charge card transactions ensuring agreement to monthly statement and existence of prime documentation ➤ Process petty cash transactions ensuring existence of prime documentation ➤ Maintain spreadsheet and process journals to record GAG, EFA and other income and funding. ➤ Assist with the preparation, checking and submission of the monthly VAT returns. Process associated journals. ➤ Assist in the recording and monitoring of payroll, using payroll nominal codes. ➤ Maintenance and regular reconciliation of bank accounts and investments, alerting FC (BAT) to any issues concerning individual transactions or cash control. ➤ Undertake internal transfers and ensure journals are appropriately authorised and placed in journal file. ➤ Process all transactions in a timely and efficient manner. <p>Other Financial Responsibilities</p> <ul style="list-style-type: none"> • Undertake administrative duties as required by the FC (BAT) and HoF (BAT). • Ensure all prime documentation is kept for six years plus current.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

