

## Job Description

<b>Job Title:</b>	Finance Officer
<b>Multi Academy Trust:</b>	Ted Wragg Trust
<b>Location:</b>	Isca Academy
<b>Responsible To:</b>	Head of Business Support
<b>Salary Grade:</b>	D

### Key Purpose of Job

- To ensure the effective and efficient financial management of the School.

### Key Duties and Accountabilities

- To be responsible for the ordering process within the school, from the initial order request, through goods receipt and purchase invoice processing, to ensure that best value is always obtained.
- Processing sales invoices for the school, maintaining positive relationships with customers and ensuring effective debt management and control.
- To process all income receipts from students (including Internet), ensuring accurate records are maintained, timely banking, coding of receipts and reconciliation.
- To prepare cash and cheques for weekly till reconciliation and banking.
- Management and recording of petty cash, business card and other transactions (cheque, cash receipt etc.).
- To assist with the planning, monitoring and evaluation of Trip Accounts, including the organisation and booking of transport and accommodation for all trips and reciprocal visits by foreign students in conjunction with the trip organiser.
- Collection of cash for curriculum resources, costing and reconciliation
- Processing and maintenance of financial data on the Trust's financial management system, including monthly recharges, monitoring commitments and creditor / debtor management.
- To assist in the closedown of the Trust's accounts
- To be responsible for arranging transport/accommodation for staff attending training courses & meetings ensuring that places on courses are booked in a timely manner.
- Liaison with students, staff, parents and external hirers and suppliers on relevant financial issues.
- Processing payroll claims and reconciling records
- Support the School leadership and Trust's Central finance team through budget monitoring and the provision of financial information.
- Support budget holders in the use of the Trust's financial management system, producing reports as necessary to support effective financial management.
- Maintenance of School finance systems/records with the support of the central finance team.

- Working closely with central finance to ensure financial controls are embedded and maintained.

### Supervision and Line Management Responsibilities

- None

### Working Environment and Conditions

- Normal office environment within the school.

### Other Duties

- Identify personal training needs and participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Attend and participate in relevant meetings as required.
- Undertake any other duties appropriate to the grade of the post.

### Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
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- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or

“unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

## Person Specification

Qualifications and Experience	Essential/ Desirable
<ul style="list-style-type: none"> <li>Minimum Level 2 qualifications (GCSE or equivalent, to include English and Maths)</li> </ul>	E
<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Requirement to participate in training/development as/when identified by line manager as essential for performance of the post</li> </ul>	E
<ul style="list-style-type: none"> <li>Minimum Level 2 qualifications (GCSE or equivalent, to include English and Maths)</li> </ul>	E
<ul style="list-style-type: none"> <li>School Finance experience or other finance related knowledge</li> </ul>	D

Knowledge, Skills and Understanding	Essential/ Desirable
<ul style="list-style-type: none"> <li>Ability to prioritise work and meet challenging deadlines</li> </ul>	E
<ul style="list-style-type: none"> <li>Highly developed organisational skills with the ability to multitask, work flexibly and on own initiative</li> </ul>	E
<ul style="list-style-type: none"> <li>Good standard of ICT skills, including Microsoft Office applications, in particular Word, Excel, PowerPoint and Outlook</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to exercise discretion and maintain confidentiality.</li> </ul>	E

Personal and Interpersonal Qualities	Essential/ Desirable
<ul style="list-style-type: none"> <li>Ability to work under pressure and remain calm in difficult situations</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to communicate confidentiality at all levels and develop and maintain effective working relationships</li> </ul>	E
<ul style="list-style-type: none"> <li>Effective team player</li> </ul>	E
<ul style="list-style-type: none"> <li></li> </ul>	

Other	Essential/ Desirable
<ul style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure</li> </ul>	E
<ul style="list-style-type: none"> <li>This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English</li> </ul>	E