



Academy Finance Officer
37 hours per week, 42 weeks per year
Chellaston Academy

We are looking to appoint an enthusiastic, supportive and well-organised Academy Finance Officer to join our team.

Chellaston Academy is on an exciting journey, and we are seeking talented candidates that mirror our values and standards to join us. We have a newly appointed Headteacher, new additions to our senior team and the academy has recently joined QEGSMAT. Our ways of working ensure that our young people are at the heart of all decisions that we make; whilst we take academic achievement seriously, we also consider educating the whole person to be vitally important.

Our teams are pivotal to this and we are committed to investing in our staff to ensure that they are engaged, involved and able to contribute fully. Our core values of integrity, care and excellence run through all of our work and we embrace these together.

The application process:

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01335 340830.

Further details about our school can be found on our website: www.chellaston.derby.sch.uk.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

To apply for this position please visit www.qegsmat.com where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com.

Closing Date: 23rd August 2021

Provisional Interview Date: w/c 30th August 2021

Salary: Scale 6 £24,982 - £27,041 (pro-rated £22,728 - £24,602 per annum)

Start Date: As soon as possible



Post Title:	Academy Finance Officer
Responsible to:	Headteacher
Scale:	Scale 6
Weeks Per Annum:	42
Post Objectives:	To assist in managing the academy's financial resources, ensuring the highest value for money support the Trust in managing the academy's financial resources assist in the provision of a consolidated finance function to the Academy Trust by undertaking a range of financial, administrative and clerical duties, in accordance with the Trust's internal control framework.

DUTIES AND RESPONSIBILITIES

- Prepare and monitor budgets and financial forecasts, in consultation with the Headteacher and Director of Finance and Operations, ensuring financial sustainability;
- Monitor budgets, identifying and reporting on budget variances and recommending corrective action where necessary, to ensure financial stability;
- Support budget holders in the management of delegated budgets and printing allowances;
- Procure goods/and or services for the academy, ensuring the highest value for money from financial resources;
- Process purchase orders for goods and/or services;
- Pass invoices for goods and/or services received through for payment;
- Administer and reconcile the academy's petty cash account;
- Process staff expense claims and claims for additional hours;
- Administer the academy's lettings;
- Liaise with the Trust to ensure all income due to the academy is collected in a timely manner;
- Oversee the financial aspects of school trips and other activities;
- Maintain the academy's on-line payments system;
- Be responsible for all monies received by the academy for school meals, trips and other activities, banking cash and cheques in a timely manner;

- Maintain an inventory of the academy's assets and equipment;
- Maintain the academy's stock records;
- Ensure all financial records are retained in accordance with the Trust's requirements;
- Ensure compliance with the Trust's financial policies and procedures at all times;
- Provide reports as required;
- Co-operate with the Trust, its auditors and other external regulators;
- Support Academy events as required.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe General Data Protection Regulations (GDPR) and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



QEGSMAT

Person Specification

	Essential	Desirable
Qualifications and training	<p>AAT intermediate, NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline</p> <p>Experience of working in a busy financial environment and operating systems of internal financial control</p> <p>Proficient user of ICT with practical experience of using all Microsoft Office Suite applications</p>	
Experience	<p>Experience of working in a busy financial environment and operating systems of internal financial control</p> <p>Experience of purchasing systems</p> <p>Experience of income collection and cash handling</p> <p>Experience of record keeping</p>	
Knowledge and skills	<p>Proficient user of ICT, including Microsoft office</p> <p>Strong numeracy and literacy skills Excellent communication skills, verbal and written</p> <p>Sound knowledge budget management, cost control purchasing and procurement</p>	<p>Desire to enhance and develop skills and knowledge through continuous professional development</p>
Personal Qualities	<p>Highly motivated and enthusiastic</p> <p>Able to work well under pressure and to deadlines</p> <p>Highly organised</p> <p>Able to prioritise effectively</p> <p>Able to relate well to children and adults</p> <p>Able to work constructively as part of a team and on own initiative</p> <p>Flexible and adaptable</p> <p>Methodical with good attention to detail</p>	