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| **Job title:** | Finance Officer | **Salary:**  | £22,950 –£30,600 *Dependent on skills and experience*  | **Contract term:** | Permanent, full time (40 hours per week), All year round  |

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| **Responsible to:** | Finance Manager | **Responsible for:** |  N/A |

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|  **Mossbourne Federation**  |
| The Mossbourne Federation is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education.Since 2004 the Federation has nurtured Sir Clive’s dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of ‘Excellence’, ‘No Excuses’ and ‘Unity’. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional. The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation. The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary). |

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| **The Finance Department** |
| The Federation consists of four schools, two secondary sites and two primary sites. It currently has an operating budget in excess of £25 million and staff of over 400 teaching and support personnel, with both income and staff figures set to increase as pupil numbers increase.The work of the Finance function includes making appropriate budget bids to relevant funding bodies, helping to ensure the academy is appropriately funded, agreeing budgets for teaching and support functions within the Federation, monitoring expenditure, ensuring financial probity and the payment of invoices and expenses. The function also manages the payroll for all academy staff. The department also has responsibility for the production of statutory accounts and financial returns to the funding agency.The Finance team comprises seven staff who work seamlessly with the HR team, particularly regarding pay and absence-related matters.  |

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| **The Role** |
| The post holder will work as a part of a close-knit multi-functional professional team which has to operate flexibly to meet pressured and complex demands. The Finance Officer will provide support for the finance function of the four schools within the Mossbourne Federation. The Federation has implemented a new finance system (PS Financials) and the Finance Officer will be expected to play an active part in the effective use of the system across the Federation. |

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| **Key Accountabilities** |
| * Assist Chief Operating Officer (COO) and the Finance Manager (FM) with the production of financial reports for internal and external clients such as the Learning Trust, Education Funding Agency, etc.
* Ensure the integrity of the nominal ledger and provide monthly reconciliations of the bank and other key control accounts.
* To produce monthly management accounts with insightful commentary and analysis to senior managers and budget holders.
* To be responsible for the review of budget allocations, upload and phasing on an annual basis for consistency.
* Ensure that efficient procedures exist for the prompt collection of debts.
* Working with the FM, lead on the roll-out and effective use of PS Financials across the Federation, subsequently providing ongoing support and guidance to less experience colleagues across the Federation.
* To assist with government statistical returns, VAT return, gift aid, etc.
* To assist with the day to day administration of ParentPay and in particular setting up events / trips and regular upload to the finance database.
* To support the COO and FM with preparing clear and concise information for year-end.
* To work with and assist payroll officer on pro-rata basis
* To deputise for the FM and Payroll Officer during absences and oversee the workload of the Finance Assistants.
* To send out orders and process invoices
* To assist the finance assistants with placing orders and processing invoices during busy periods.
* To work diligently with colleagues within the team to ensure that service level agreements are achieved through the provision of a first class service to the academy chain.
* To adopt a flexible approach to working practices and to provide support in any area finance where business need arises, under the direction of the Finance Manager or Head of Finance.
* To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
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| **Person Specification** |
| **Essential [E] or Desirable [D]** | **Requirements** | **Assessment Criteria** |
| **Interview** | **Application form**  | **Task (lesson)** |
| **Experience** |
| **E** |  Degree level qualification in accounting or related subject.  |  |  |  |
| **D** | Relevant basic accounting or book keeping qualification. |  |  |  |
| **E** | Substantial experience in production of accounts up to trial balance.  |  |  |  |
| **E** | Experience of financial procedures in a similar public sector environment. |  |  |  |
| **E** | Able to work as part of a team and to communicate effectively with wide range of internal and external partners. |  |  |  |
| **E** | The ability to lead training sessions on financial issues. |  |  |  |
| **IT knowledge** |
| **E** | Good computing skills, particularly in Excel, and the ability to learn new software packages easily. |  |  |  |
| **E** | Excellent written and oral communication skills and able to explain financial concepts to financial and non-financial audiences. |  |  |  |
| **Behavioural Competencies** |
|  | Excellent organisation and time management skills. |  |  |  |
|  | Able to manage and work to deadlines whilst remaining calm under pressure. |  |  |  |
|  | Flexible and proactive in approach to work and in tasks undertaken. |  |  |  |
| **Applicable to all staff** |
| **E** | Undertake training as required to so in order to fulfil the requirements of the role  |  |  |  |
| **E** | Genuine interest in the education of young people and ability to contribute more widely to the life and community of the Federation |  |  |  |
| **E** | Support Mossbourne’s efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne’s initiatives and findings  |  |  |  |
| **E** | Recognise your role as part of the succession of Mossbourne  |  |  |  |
| **E** | Play an active role in terms of Safeguarding all students and adults  |  |  |  |

***Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***