

Job Description - Finance Officer

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| Accountable to: | Academy's Head of Finance |
| Post Type: | Permanent |
| Salary and Conditions: | <p>37 hours per week term time only + 10 days – full time Grade 4 NJC SCP 7 – 10 £23,628 - £24,927 FTE (£22,859 - £24,116 pro rata) <i>The Trust's financial year runs from 1 September to 31 August; it is therefore expected that the post-holder will be available to work during some of the summer holiday, particularly in August, exact dates to be negotiated and agreed with the Academy Head of Finance.</i></p> |
| Location: | City of London Academy Shoreditch Park and when required to work in other Local City of London Academies. |
| Job Purpose: | <p>The Finance Officer will:</p> <ul style="list-style-type: none">• Assist with the efficient and secure administration, management and monitoring of the Academy's finances on a day-to-day basis, reporting to and in liaison with the Academy's Head of Finance;• Support the Academy in establishing and managing its finances in accordance with Trust policies and procedures. |

Key Accountabilities

Financial Accountability

- Assist with the day-to-day processing and monitoring of all financial activities of the Academy.
- Undertake the full range of day-to-day financial duties within the Academy, including manual and computer records systems, purchases (including purchase ordering and invoice processing), expenses, receipts, journals, cash flow, reconciliation, sales invoices, VAT and banking.
- Assist the Academy's Head of Finance in the preparation of the Academy's final accounts each year and liaise with the auditors as required.
- Monitor and analyse spending by all budget holders as required.
- Liaise with suppliers regarding purchase orders, invoice queries/discrepancies and payment.
- Ensure the collection of all income is completed on a timely basis including administration of the ParentPay system and debt recovery
- Work within agreed financial procedures to ensure compliance with the varying needs of external reporting and audit required by statutory and regulatory bodies including the Education and Skills Funding Agency (ESFA), the Department for Education (DfE), HM Revenue and Customs (HMRC), and other funding bodies and partners.
- Assist in the production of all financial statutory and regulatory returns within the appropriate time frames, including VAT returns.
- Produce regular reports as required to assist in the delivery of management accounts to inform the Local Governing Body and the central Trust.
- Ensure best value is achieved.

Administrative Support – General Office

- Undertake general administration and reception duties when necessary to cover for absent colleagues

General

- Uphold, follow and actively support the Trust's and Academy's policies and procedures so that the funds available to the Academy are used properly, efficiently and effectively.
- Take personal responsibility for integrity, propriety and regularity in the management of public funds, and in the day-to-day operations of the organisation.
- Liaise with other departments and staff over matters relating to Finance issues.
- Attend staff meetings and training courses, conferences, seminars or other meetings as required by own training needs and the needs of the Academy.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Follow Health and Safety requirements and initiatives as directed

Confidentiality

- Ensure that confidentiality is maintained and in line with agreed Trust and Academy policies and protocols.
- Ensure that statutory responsibilities are maintained, e.g. Data Protection and Freedom of Information.
- Ensure data security and confidentiality is maintained at all times and that sufficient systems are in place to support the safeguarding of data and document retention.

Safeguarding

- Comply with all statutory policies and procedures on safeguarding and child protection.

Beliefs, Attitudes and Personal Attributes

- Self-aware and able to learn.
- Optimistic and enthusiastic.
- Values diversity and equality.

Person Specification - Finance Officer

| | Essential | Desirable |
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| Qualifications | | |
| Educated to A level or above, including a minimum of GCSE grade C in both maths and English | ✓ | |
| Accountancy-related qualification | | ✓ |
| Recognised business/management degree or equivalent | | ✓ |
| School Business Management qualification | | ✓ |
| Evidence of continuing professional development | ✓ | |
| Experience | | |
| Experience in financial management and administration including budget monitoring, financial processes and systems | ✓ | |
| Experience in a similar role in an educational setting | | ✓ |
| High-level ICT skills including Microsoft Office | ✓ | |
| Good understanding of accounting systems (knowledge of PS Financials desirable) | ✓ | |
| Knowledge | | |
| Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act | ✓ | |
| Understanding of the context in which schools are operating | ✓ | |
| Skills, Abilities and Personal Qualities | | |
| Capability for creative thinking and problem-solving | ✓ | |
| Excellent planning and organisational skills | ✓ | |
| Excellent literacy and numeracy skills | ✓ | |
| Excellent communication skills, verbal and written – able to deal with a variety of people including students, where necessary, sensitively, empathetically and, when necessary, assertively | ✓ | |
| High expectations of self, coupled with high professional standards | ✓ | |
| Ability to work under pressure and to tight deadlines, handling a demanding workload and prioritising appropriately | ✓ | |
| Ability to plan for change, provide interventions and advise others appropriately | ✓ | |
| Ability to work quickly and accurately with an attention to detail | ✓ | |
| Able to be assertive when necessary, to achieve appropriate priorities and outcomes | ✓ | |
| Able to work on own initiative and as part of a team | ✓ | |
| Self-motivated and enthusiastic | ✓ | |
| Understanding of safeguarding issues and promoting the welfare of children and young people | ✓ | |
| Willingness to undertake training and development | ✓ | |
| An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations | ✓ | |