



Job Description: Finance Officer

Department: Central Services

Date of Issue: July 2017

Salary: NJC Scale 6 (£23,398- £24,964,)per annum (may be negotiable depending on experience)

General Responsibilities

This post is located within the Central Services Finance Team based at the University of Nottingham Innovation Park. The postholder will undertake a wide range of accountancy and financial duties to support the work of the two Vice Chief Financial Officers (VCFOs) within the team. This will also involve supporting staff based at schools within Nova Education Trust in financial matters.

Specific Responsibilities

The specific responsibilities of this post are shown below. These duties and workload are self-managed (i.e. planned and prioritised) and are undertaken within required timescales:

1. Assist the VCFOs with the preparation of the annual budget plan, for example by analysing and forecasting expenditure and income.
2. Support the production of monthly management accounts for each school and for Central Services. This will involve, for example: regularly checking for miscoded transactions and correcting these; creating journal entries for recharging costs; investigating variances and reporting these to the VCFOs; processing approved virements.
3. Assist the VCFOs with the provision of financial information and advice to schools as required, including liaison with other Central Services departments.
4. Carry out monthly bank reconciliations for all bank accounts within the Trust, maintaining records of direct debits and standing orders.
5. Process VAT returns for the Trust.
6. Manage the petty cash imprest for Central Services.

7. Reconcile and clear down balance sheet holding accounts and suspense codes on a monthly basis.
8. Forecast cash flows for the Trust and highlight any potential cash flow issues to the VCFOs.
9. Administer banking arrangements and bank mandates.
10. Process purchase ledger invoices for Central Services.
11. Process sales ledger invoices for Central Services and pursue payment of invoices as required.
12. Process purchase ledger payment runs on behalf of the Trust, including processing BACS and cheque payments.
13. Process grant income for the Trust and monitor against income budgets.
14. Reconcile purchase card logs for Central Services, check receipts and process journal recharges.
15. Conduct termly audits of school financial processes to ensure compliance with Trust policies, procedures and financial regulations.
16. Carry out monthly payroll checks and reconciliations, including advising the Payroll Officer of any missing codes to enable payroll transactions to be posted to the general ledger.
17. Liaising with pension administrators with regards to starters, leavers and other changes; investigating and responding to pension queries from the administrators; preparing figures for retirement and redundancy estimates; preparing monthly and annual pension returns.
18. Oversee the set-up of new suppliers in the Trust's financial system.
19. Support the annual closure of accounts process by ensuring that all schools complete year end procedures within specified timescales, completing accrual and prepayment journals, and analysing and checking ledger accounts.
20. Provide explanations to Internal and External Auditors regarding tasks carried out.
21. Assist with the joining / conversion process for new schools in terms of financial aspects.
22. Maintain a central contracts register for the Trust and analyse this data on a regular basis to assist the VCFOs in supporting the Trust's procurement plan.
23. Carry out procurement activity on behalf of Central Services, for example seeking three quotations for lower value purchases, assisting with the

evaluation of tenders received, raising purchase orders, confirming that goods and services have been received, booking of travel for Central Services staff.

24. Provide training to school based staff on financial and procurement processes.
25. Maintain a central Asset register for the Trust.
26. Provide systems administration for the financial system, including close down of month and year end processes, implementation of new reporting requirements and structure changes, uploading new year budget in system.
27. Provide cover on occasions for the Payroll Manager, e.g. by carrying out high level checks on the payroll, by implementing payroll changes such as new starters or leavers and by liaising with HR, Finance and School staff to resolve queries.
28. Provide cover for school based finance staff from time to time e.g. to mitigate the impact of sickness absence.
29. Contribute to financial tasks as and when required, for example preparing financial data for inclusion in reports, supporting the creation of financial and procurement processes for new legislative requirements.
30. Complete grant claims and other returns in accordance with instructions and deadlines and assist the VCFOs with the completion of more complex returns.
31. Liaise with insurers with regard to insurance claims.
32. Contribute to the effective working of the Central Services Finance Team by participating in team meetings and suggesting improved ways of working. Maintain competence in role by attending training as required.
33. Be prepared to work flexibly during busy periods.
34. Any other duties as may reasonably be required.



Person Specification: Finance Officer

	Essential	Desirable
Education and Qualifications	<p>Five GCSEs or equivalent, including English and Maths</p> <p>Association of Accounting Technicians qualification or equivalent experience.</p>	
Knowledge and Experience	<p>Experience of working within a finance function in the schools/academy sector, carrying out a range of financial tasks.</p>	<p>Experience of working with an integrated HR and payroll system e.g. iTrent.</p>
Job related skills	<p>Competence in Excel and Word packages.</p> <p>Understanding and practical application of financial systems.</p> <p>Able to communicate financial information to non-financial personnel in a clear manner.</p> <p>Able to manage own workload and prioritise work effectively.</p> <p>Able to deliver financial training to individuals or small groups of personnel.</p> <p>Understand the importance of internal control systems in providing strong financial governance.</p>	<p>Knowledge and understanding of current ESFA financial requirements.</p>
Personal Qualities	<p>Self-motivated and enthusiastic.</p>	

	<p>A team player willing to go beyond their own responsibilities to help others in the team.</p> <p>Honesty, integrity and ability to maintain confidentiality.</p> <p>Commitment to high quality work and attention to detail.</p> <p>Willing to work additional hours at busy times.</p> <p>Willing to travel to schools, mainly located within the County of Nottinghamshire and City of Nottingham or nearby.</p>	
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