



Job Description

Job Title:	Finance Officer
Location:	Regionally based, with travel to schools as required
Hours of work:	37 hours per week, 52.14 weeks per year
Reports to:	Finance and Operations Manager

Purpose of the Role:

The purpose of this role is to undertake essential financial duties to support a group of schools.

Key responsibilities

- Deliver effective financial operations across a group of schools, including all areas of income and expenditure
- Responsible for the input of purchase invoices into PSF
- Responsible for the managing the purchase order process, and assisting school to input orders on PSP
- Responsible for the payment of invoices and any queries relating to those invoices
- Process all income from the group of schools, ensuring accurate spreadsheet records are maintained and weekly banking deadlines are adhered to
- Produce sales invoices
- Ensure that accurate records are kept in respect of petty cash / ad hoc payments
- Assist with the monitoring and evaluation of school trips and other accounts
- Process financial data on the schools financial management system, including monthly recharges, raising of debtor invoices and BACS payments
- Review aged debtors and aged creditors reports, and chase up old balances regularly
- Assist in the closedown of the school accounts
- Production of monthly reports for all budget holders in the group of schools
- Support in the preparation of financial reports as required
- Process procurement card purchases for the school and produce a reconciliation of the spend at the end of each month for review.
- Be aware of latest fraud advice and be vigilant for any such attempts.
- Support in ensuring financial processes are robust, efficient and fit for purpose, including their ongoing review and improvement
- Provide a high level of customer service to schools.
- Assist schools is finding alternative quotes/prices where necessary
- Ensure that the AET procurement policy is fully complied with in all aspects across the group of schools, leading to clear value for money in public expenditure
- Ensure audits undertaken by internal and external audit run smoothly and efficiently for the schools through prompt and accurate responses to auditor queries, and take appropriate actions for any recommendations made
- Support the Central Finance team in the monitoring of service level agreements and contracts to ensure effectiveness of delivery and value for money
- Monitor and report of service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible



- Work with relevant colleagues to prepare bids for additional grant funding
- Work effectively in collaboration with counter-parties and colleagues across all areas
- Complete work for other schools as reasonably requested by your line manager
- Carry out other reasonable tasks from time to time as directed by your line manager

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
6. Post holder may deal with sensitive material and should maintain confidentiality in all school related matters
7. Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in our schools. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



Person Specification

Job Title: **Finance Officer**

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Good general education, with GCSEs or equivalent in English and Maths (A to C / 9 to 4) 	<ul style="list-style-type: none"> • Degree Full or part-qualified (Level 2 AAT minimum) as an accounting technician or working towards or relevant experience
Knowledge / Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience using an accounts package for general bookkeeping, including producing accounts and management reports • Experience of financial operations 	<ul style="list-style-type: none"> • Experience of PS Financials • Academies/schools finance experience/ knowledge
Skills	Budget (size and responsibilities)	<ul style="list-style-type: none"> • Experience of working within a budget of circa £1 - £5 million 	
	Abilities	<ul style="list-style-type: none"> • Accuracy in reporting detailed financial information, combined with skill at providing clear written commentary and explanation • Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously • Excellent written and verbal communication skills • Good working IT skills, particularly Excel 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • A self-starter, who is comfortable working with limited day-to-day supervision • Flexible, proactive and able to work under pressure • Ability to provide a 'joined up' approach in the delivery of service 	<ul style="list-style-type: none"> • Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously
Special requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK 	





		<ul style="list-style-type: none">• Evidence of a commitment to promoting the welfare and safeguarding of children and young people• Ability to travel as required	
--	--	---	--

