



Finance Officer for The Cambridge Partnership & Leadership East based in Swavesey Village College

JOB DESCRIPTION

Scale:

Hours: 37 hours per week (Monday to Friday – hours by agreement)

Weeks: Term Time plus 3 weeks/Full Time

Responsible to: Trust Financial Accountant

ROLE

To assist the Trust Financial Accountant with the Trust's financial operations to ensure the support services provided enable The Cambridge Partnership (TCP) and Leadership East (LE) meet their responsibilities and goals.

1. Finance Responsibilities:

- Prepare monthly supplier payment runs including e-mailing remittance advices to suppliers
- Assist the Financial Accountant with the preparation of month end accounts and re-forecasts
- Prepare reconciliation of balance sheet control accounts
- Meet with Directors of TCP & LE and the Trust Financial Accountant on a regular basis
- Daily and monthly procedures and transaction processing in connection with the PSF Accounting system
- Post entries into the Nominal Ledger.
- To reconcile the bank statements on a weekly basis and assist with the planning of cash flows.
- Payroll journals – compile and input
- Ensure that the Trust's financial procedures are adhered to at all times, with particular reference to payment authorisations and ensuring that orders do not exceed Budget Holder's financial limits. Wherever possible, help Budget Holders to understand their budget, commitment and available spend positions.
- Oversee that Sales Ledger receipts are banked in a timely manner and accurately recorded against the correct account.
- Ensure effective credit control procedures are in plan i.e. any monies owed that are overdue are chased up
- For TCP:
 - Ensure income from The Student Loan company are received in a timely manner
 - Monitor and make payments to trainees for training bursaries
 - Make payments to schools for Salary Bursaries and Mentoring payments
- For LE:
 - Monitor profitability of each cohort
 - Reconcile income from DfE for funded places on NPQ courses
- Undertake any other duties as deemed necessary by the Trust Financial Accountant.

2. Support for the TCP & LE

- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Develop and maintain effective working relationships with other staff.
- Ensure new staff are trained to use the PSF PO systems where applicable

Any other tasks, duties or services that may be reasonably requested.

3. Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

4. Continuing Professional Development

- Participate in an induction programme.
- Undertake any necessary professional development.

The job description is subject to review and may be changed following consultation with the post holder.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

PERSON

SPECIFICATION

Criteria	Essential or Desirable
Education and Experience	
5 GCSE passes - or equivalent one of which must be English and another of which must be Mathematics	E
Knowledge of accounts payable / receivable	E
Knowledge of general accounting procedures	E
Knowledge of office administration and procedures	E
Knowledge of general bookkeeping procedures	E
Knowledge of PSF accounting software or equivalent	E
Proficient in data entry and management	E
Experience of working in a school or college environment	D
Key Competencies & Personal Qualities	
Organizing and prioritising	E
Attention to detail and accuracy	E
Information management skills	E
Good verbal and written communication skills	E
Problem analysis and problem solving skills	E
Strict adherence to regulations, procedures and practices	E
Ability to meet deadlines	E
Ability to maintain confidentiality	E
Commitment to providing a professional and caring environment	E
Adaptable to changing working patterns and practices	E
A presence and strength of character that promotes calm in a busy and demanding environment	E
Commitment to working with other staff as part of a team	E
Self- motivated and able to work on own initiative	E
Ability to work on own for much of the time, but integrate with the wider office team	E
Personable and well presented	E
Desire to learn and take on new challenges	E

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