



JOB DESCRIPTION

Post: Finance Officer
Reporting to: Executive Business Manager

Role Purpose:

To support the finance team to deliver monthly management accounts and annual accounts for the Academies that are accurate and available in line with mandated times scales while complying with their internal controls and reporting requirements and following and complying with relevant accounting standards

Main Duties and Responsibilities

General Finance

- Responding to all local school level financial queries and referring to other cluster staff when appropriate
- To provide support and work flexibly across the cluster sites when required
- To work on projects across the cluster where required
- Completion of United Learning and external returns
- Complete monthly reconciliations including payroll
- Ensure GDPR and United Learning Data Protection policies are adhered to and reporting of any breaches

Finance processing

Responsible for finance processing required at school level, including:

- Oversee the ordering of items, their input and authorisation with the correct use of the Purchase Ordering System guidelines as instructed by United Learning
- Oversee the raising of sales invoices and all related issues involved in the lettings process.
- Understand and adhere to local and UL policies and procedures
- Maintain an audit file with evidence of full adherence to UL policies including identifying and reporting any shortfalls

Budgetary Control

- Liaison with budget-holders in relation to the management of their budgets
- Setting and monitoring the annual budget
- Input to the budgeting system to ensure the accuracy of the forecast and forward plans
- Checking and approving payroll if required

Safeguarding

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people

General Responsibilities

- Contribute to the overall ethos / work aims of the Academies
- Provide a courteous reception to staff, young people and visitors
- Participate in training and other learning activities as required
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Undertake any other duties as specified by the Executive Business Manager and/or Principal

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria	Evidence
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> GCSE English & Maths Grades A* - C (9 - 4) 	<ul style="list-style-type: none"> Accounting qualification or relevant experience. 	Application Form Interview References Proof of Qualifications
<p><u>Experience:</u></p> <ul style="list-style-type: none"> Experience of using accounting software Experience of raising orders/paying invoices Experience of ensuring compliance to policies and procedures 	<ul style="list-style-type: none"> Previous experience of working in a school Providing financial advice to staff 	Application form Interview References
<p><u>Skills and ability:</u></p> <ul style="list-style-type: none"> Ability to make connection between work done and the benefits to pupils Good general IT skills 	<ul style="list-style-type: none"> Understanding of financial accounts process Interpretation on financial reports 	Interview Application Form References
<p><u>Disposition/Attitude:</u></p> <ul style="list-style-type: none"> Good written and verbal communication skills Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests Good interpersonal skills and ability to work with staff and stakeholders at all levels Organised with good attention to detail Ability and willingness to travel regularly to locations within the Cluster 		Interview References
<p><u>Commitment and other requirements:</u></p> <ul style="list-style-type: none"> Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Excellent attendance and time-keeping record. 		Application form Interview References