



## Academy Finance Officer

Salary / grade range	SCP 18 - SCP 22 ( depending on experience ) 37 hours per week
Location	Co-op Academy Southfield and Co-op Academy Grange, Haycliffe Lane, Bradford BD5 9ET
Reports to	Business Manager

### Purpose of role:

To assist with accurate, efficient, and effective support to the Business Manager for the development and operation of the finance function of the academies.

### Key accountabilities (and specific duties / responsibilities):

- Input of standing information to Civica Finance system (suppliers, debtors, journals, cashbook entries) in accordance with procedures.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation ready for payment.
- Reconciling supplier statement, investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received .
- Ensure invoices are paid within specified time limits.
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors.
- Chasing Debtor payments.
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank
- Maintaining a detailed record of non-invoiced income relating to School Extra-curricular Clubs, Trips etc. including fundraising initiatives
- Assist with month end procedures including bank and other reconciliations and posting of journals as required
- To assist with the monthly VAT analysis submitted to the Trust.
- To maintain an accurate filing system suitable for audit purposes.



- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff.
- Inputting of the payroll information for one of the academies, in line with the Trust's policies and procedures, ensuring accurate, timely and proper processing of salaries, allowances and that any other additional payments or deductions are correctly processed.
- Administer all pension administration and correspondence in conjunction with external Payroll Providers.
- Administration of the budget planning software in relation to staffing for the Academy, ensuring that the data is up to date and incorporates all starters, leavers and contractual changes.
- To operate flexibly and, in particular, to assist at peak times with budget preparation.
- Ensure confidential, tactful and secure management of sensitive information.
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust.
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

## 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
- Cooperate with the employer on all issues to do with Health, Safety and Welfare

## Continuing Professional Development

- Undertake any necessary professional development as identified in the Academies Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

Personal attributes required (based on job description):



Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>● Good level of numeracy &amp; literacy (GCSE English &amp; Maths)</li> <li>● AAT Level 3 qualification</li> <li>● AAT Level 4 qualification</li> <li>● Good ICT skills (Relevant NVQ Level)</li> <li>● Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role</li> </ul>	Desirable	A A A A A/I A/I
<b>Experience</b> <ul style="list-style-type: none"> <li>● Cash Handling</li> <li>● At least 3 years experience of a computerised finance system</li> <li>● Experience of a budgeting software system</li> <li>● Working in an education establishment</li> <li>● At least 1 years experience of processing payroll</li> </ul>	Desirable Desirable Desirable	A/I A/I A/I A/I A/I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>● Excellent organisational skills</li> <li>● Good communication skills both verbal and written</li> <li>● Attention to detail</li> <li>● Ability to set and maintain high standards</li> <li>● Patience</li> <li>● Resilience</li> <li>● Self motivation and imagination</li> </ul>		A/I A/I A/I A/I A/I A/I A/I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>● Excellent organisational skills</li> <li>● Good communication skills both verbal and written</li> <li>● Attention to detail</li> <li>● Ability to set and maintain high standards</li> <li>● Patience</li> <li>● Resilience</li> </ul>		A/I A/I A/I A/I A/I A/I



# Academies Trust

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.