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| Job Description: | Academy Business Officer - Finance |
| Responsible to: | Business Office Manager |
| Current Postholder:    Signed: | Date: |

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**Post Title:** Academy Business Officer - Finance

**Post Grade:** Grade 4

**Location:**

# The Strategic Vision

To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background through the following strategic aims:

1. Deliver a high-quality education for all pupils
2. Recruit, develop and retain high-calibre members of staff
3. Establish and develop robust governance
4. Ensure financial probity and viability
5. Develop a highly-efficient trust infrastructure and central services
6. Establish effective systems to support the sustainable growth of the trust

# Role Purpose

To organise and deliver effective financial systems within the school in support of the business team.

# Support for Financial Administration

* Ensure that accurate records are kept in respect of petty cash/ad hoc payments
* Undertake all the schools accounting systems:
  + Ordering of goods and services.
  + Processing of purchase invoices relating to those goods and services
  + Operation and regular reconciliation of academy bank account.
  + Preparation of invoices, where appropriate.
  + Collection of fees and other dues.
  + Recovery of bad debts.
* Prepare for audits undertaken by internal and external auditors to run smoothly and efficiently for the academy through prompt and accurate responses to auditor queries, and take appropriate actions for any recommendations made as agreed with central trust team.
* Monitor closely all financial records.
* Work effectively in collaboration with counter-parties and colleagues across all areas.
* Complete work for the academy as reasonably requested by your line manager
* Carry out other reasonable tasks from time to time as directed by your line manager
* Assist with the monitoring and evaluation of academy trips and other accounts, including the operation and administration of any cashless system (Wisepay/Parentpay).
* Administration of the academy lettings arrangements.

# Support General Administration

* Undertake general clerical duties as and when necessary e.g. switchboard, reception duties.

**The postholder will be accountable to:**

Business Office Manager

# Special Features

* The postholder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive
* Be a professional role model, and understand and promote the aims and values of the Trust.

# Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the Trust)

The post holder is required to be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the Trust’s objectives through:

# Safeguarding

* Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.

# Financial Management

* Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

# People Management

* To comply and engage with people management policies and processes;
* To contribute to the overall ethos/work/aims of the Trust;
* To establish constructive relationships and communicate with other agencies/professionals;
* To attend and participate in regular meetings;
* To participate in training and other learning activities and performance development as required;
* To recognise own strengths, areas of expertise and use these to advise and support others.

# Equalities

* To ensure that all work is completed with a commitment to equality and anti discriminatory practice, as a minimum to standards required by legislation.

# Health and Safety

* To ensure a work environment that protects peoples’ health and safety and that promotes welfare and which is in accordance with the Trust’s Health and Safety policy.

# Note 1

The contents of this job description will be reviewed with the postholder on an annual basis in line with the Trust’s appraisal and pay policy.

PERSON SPECIFICATION ~ Academy Business Officer - Finance

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| **Qualifications** |
| Good general education, with GCSEs or equivalent in English and Maths (A to C/9 to 4) |
| Full or part qualified (Level 2 AAT minimum) as an accounting technician or working towards or relevant experience |
| **Experience and Knowledge** |
| Experience of working in an office environment at an administrative level. |
| Effective use of ICT and other specialist equipment such as accounting software packages |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. |
| Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. |
| Ability to plan and develop systems. |
| Ability to relate well to children and to adults. |
| Methodical with good attention to detail. |
| Excellent communication skills. |
| Good organisation skills. |
| Ability to prioritise effectively. |
| **Personal Attributes** |
| An ambassador for the trust and its academies |
| Customer focused |
| Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect |
| Open, honest and an active listener |
| Takes responsibility and accountability |
| Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations |
| Is committed to the provision and improvement of quality service provision |
| Is adaptable to change/embraces and welcomes change |
| Acts with pace and urgency being energetic, enthusiastic and decisive |
| Communicates effectively |
| Has the ability to learn from experiences and challenges |
| Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills |

*Note 1:*

*In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

* *Motivation to work with children and young people.*
* *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
* *Emotional resilience in working with challenging behaviours and*  *Attitudes to use of authority and maintaining discipline.*