

Finance Officer

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| Post Title: | Finance Officer |
| Grade: | Bexley 06 – Bexley 08 (awarded a 4 point scale within the range) FTE £24,808 to £29,214 |
| WTE: | Part time |
| Responsible to: | Finance Audit Partner |
| Location: | Primarily based at St Paul's Cray CE Primary School but will be required to travel across all six schools when appropriate |
| Functional links with: | Trust Leadership Team, School Leadership Teams and Central Team |
| External links: | Members, Trust Board, UHY Hacker Young, PLR Advisory, Local Authority, ESFA, DfE and Local Governing Bodies |

JOB DESCRIPTION

Main purpose of the job

To provide the Trust with an effective operational Finance service. The Finance Officer will work closely with the Finance Audit Partner helping to manage the reporting elements of the finance function on an operational level, whilst contributing to strategies and procedures in line with the aims and objectives of the Trust.

Key Responsibilities

- Completion of the Trust working day programme for the individual schools and Trust which includes bank reconciliations, balance sheet reconciliations and monitoring.
- Produce, manage and monitor monthly management accounts for the individual. These must be accurate, timely in accordance with agreed deadlines, and always in line with ESFA 'must haves'
- Support the CFOO, Finance Business Partner and Finance Audit Partner with audits and Trust Board documentation
- Assist in preparation of audit reports where appropriate and necessary
- Support, plan and/ or deliver compliance reports for the DfE, ESFA or other external agencies as directed by the CFOO or Finance Business Partner
- To support the Finance Audit Partner by providing detail relating to the monitoring of expenditure against restricted budgets, e.g pupil premium, SEND funding, PE funding
- Support the Central Team with payroll when necessary
- To continually review, develop and improve systems, processes, and services in support of the Trust's vision of excellence

- Any other reasonable task or duty that falls within the remit of the central function within the Trust

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct
- All staff will ensure the safeguarding of young people by implementing the Safeguarding and any other Child Protection Policies
- All staff are expected to uphold all other Human Resources related policies

The job description will be reviewed annually to reflect the plans, growth and development of the Trust.

PERSON SPECIFICATION

The candidate appointed as the Finance Officer will meet the following Person Specification. During the selection process that will be informed by the application, interview and references, the Amadeus Primary Academies Trust will look for evidence of compliance.

| Category | Essential | Desirable |
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| Qualifications and Experience | | |
| GCSE at A*-C in Maths and English | ✓ | |
| Actively studying towards one of ACCA or CIMA or ACA (with progress already being made) | | ✓ |
| Ability to build rapport and relationships with specific experience of dealing with the various layers of stakeholders within an education setting | ✓ | |
| Excellent time management skills with the ability to prioritise in a positive way | ✓ | |
| Excellent communication skills both written, verbal and listening | ✓ | |
| Ability to analyse, present and understand financial information | ✓ | |
| Previous experience of working / providing support in an educational setting | | ✓ |
| Extensive experience of month end procedures | | ✓ |
| Experience of producing financial forecasts on a regular basis | | ✓ |
| Experience of IMP Planner or other finance system | | ✓ |
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| Skills | | |
| Excellent management and planning skills | | ✓ |
| High level analytical and organisational skills | ✓ | |
| Exceptional attention to detail | ✓ | |
| Ability to organise time and work to deadlines | ✓ | |
| Good understanding of Health and Safety duties | | ✓ |
| Good understanding of Data Protection duties | | ✓ |
| Experience of supporting with payroll | | ✓ |
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| Personal Characteristics | | |
| Commitment to safeguarding having due regard for Keeping Children Safe in Education | ✓ | |
| Ability to prioritise and manage own time effectively | ✓ | |
| Ability to work under pressure and to challenging deadlines | ✓ | |
| High integrity and openness | ✓ | |
| An exceptional role model | ✓ | |
| Ability to be reflective and self-critical | ✓ | |
| Ability to see the bigger picture and understand how the Finance function underpins the work of the Trust | ✓ | |