

# Sharnbrook Academy

## Job Description

<b>Job Title</b>	Finance Officer
<b>Responsible to</b>	Trust Accountant
<b>Pay Grade</b>	CMAT Grade 7, Points 12-19
<b>Hours</b>	37 hours per week, Term Time Only plus 2 weeks

### Job Purpose

To provide effective support in the operation of all financial systems of the school including the preparation and expenditure of the budget and to participate in the general day to day operations.

### Main duties and responsibilities

Under the direction of the Trust Accountant to ensure that appropriate regulations are followed, and that the system meets the whole school needs. Tasks will include:

- Operation and control of the school budget and school fund accounts as specified in the Financial Administration Handbook and the school Finance Manual.
- Ensuring that the separation of duties and authorisation policy and procedures are followed precisely.
- Processing orders and commitments as required by budget holders and monitoring accounts payable and receivable.
- Informing staff of deliveries, checking delivery notes and arranging portorage of goods.
- Invoicing debtors periodically and controlling payment of invoices receivable.
- Maintaining the school fund accounts and providing income and expenditure reports to the School Business Manager each month.

Overseeing and managing the collection and control of monies received from school support staff, related to all school activities including school trips and visits, lunch payments and lettings.

To support the School Business Manager to provide financial and budgetary planning reports so that the Leadership Team and Governors are able to maintain appropriate control. These tasks include:

- Providing the Headteacher and Finance Sub-Committee with user-defined monitoring reports detailing income and expenditure and virements each month.
- Ensuring that the requirements of the LA systems and financial audit are met.
- Completing the finance self-assessment report as required by the LA.
- Returning all financial returns in a timely and accurate manner, including Cash Flow analysis, VAT returns, Quarterly Returns, School Budget information and Standards Fund.
- Assisting in the planning and building of the budget for the new financial year.
- Liaison with service and insurance providers to ensure that the school receives best value.
- Liaison with the County Council procurement service to ensure that any contracts, leases or rental agreements are best value and approved.

- To maintain absolute confidentiality in all school related matters and to prevent disclosure of information on sensitive issues.
- To continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.
- To undertake any other duties, appropriate to a post of this grade, as may be required from time to time that are necessary for the effective function of the school.

#### **Support for the School**

- To work collaboratively with the teaching, learning support and administrative staff colleagues as required.
- To take part in the performance management process which evaluates performance and enables staff to take full advantage of the training and development available.
- To attend staff and management meetings as required. This includes professional development days.
- To assist with the supervision of students on school visits by prior arrangement and mutual agreement.
- To complete suitable training for the post including basic First Aid.

#### **General responsibilities:**

- To maintain confidentiality at all times.
- Responsibility for safeguarding and promoting the welfare of children at the Academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- To share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
- To demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- In the interests of effective working, the duties above may be reviewed from time to time to reflect changing needs and circumstances.
- To ensure that reasonable care is taken at all times for the health, safety and welfare of the post holder and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by SLT, commensurate with the pay and grade of the post.

The Academy 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.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.*

**March 2022**

<b>Job Holder</b>	
<b>Date</b>	

# Sharnbrook Academy

## Person Specification

*Person Specification: The following areas of assessment should be addressed when considering your application. They will be assessed as follows: Interview, Letter of Application and References. Please consider this carefully when completing your application form and the accompanying letter of application.*

Criteria	Essential	Desirable
Knowledge/Qualifications		
	<ul style="list-style-type: none"> <li>Professional qualification in accountancy (Part AAT, ACA, CIMA, CIPFA, ACCA or equivalent)</li> <li>Knowledge of Financial management processes and systems in a complex people-orientated organisation</li> <li>Knowledge of Financial requirements within publicly funded education and regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development</li> <li>Awareness of current IT developments</li> </ul>
Experience/Skills		
	<ul style="list-style-type: none"> <li>Experience of financial and budgetary management</li> <li>Experience of procuring services and monitoring contracts to ensure that value for money and key performance indicator requirements are met</li> <li>Experience of working as a member of a team</li> <li>Experience of using accounting software packages to manage and present data and information accurately</li> <li>Excellent numeracy skills</li> <li>Strong skills in financial analysis and risk management</li> <li>The ability to establish effective working relationships at all levels within an organisation and with outside organisations</li> <li>Strong skills in financial analysis and risk management</li> <li>Proven ability to work strategically and to seek and implement creative solutions</li> </ul>	<ul style="list-style-type: none"> <li>Excellent communication skills at all levels</li> <li>Strong skills in financial analysis and risk management</li> <li>Strong IT skills and ability to use industry standard software</li> </ul>

Personal Attributes		
	<ul style="list-style-type: none"> <li>• Able to work independently to tight deadlines.</li> <li>• Excellent time management</li> <li>• Focused on the client and needs of the Trust.</li> <li>• Good fit with the values of the Trust</li> <li>• Resilience, the ability to handle high levels of pressure and be able to meet deadlines</li> <li>• Proven ability to think creatively to prioritise</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Ability to make and justify difficult decisions</li> <li>• Must be able to work flexibly to meet the demands of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Energetic, highly motivated, with an enquiring mind and passion for excellence</li> <li>• High integrity and openness combined with commitment to good governance</li> </ul>

*Cambridge Meridian Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*