



Mossbourne
Federation

Finance Officer – Job Description

July 2025

Date last reviewed on:	10/07/2025
Date to be revised on:	



Position	Finance Officer
Salary	Spine Point 24 £32,309.61 - Spine Point 26 £33,973.02
Hours	37.5 hours per week
Full Time Equivalent	Full time, 52 weeks
Contract Type	Permanent
Responsible To	Group Finance Manager
Relationships	Line Management <ul style="list-style-type: none">• Group Finance Manager Stakeholders <ul style="list-style-type: none">• Principals• Central Services Leadership and teams• Academy staff, including teachers• Contractors• Any third parties engaged with the Federation
Location	Based in Hackney

BACKGROUND

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA), both primary.

The Mossbourne Federation also includes 3 schools in Thurrock, Herd Lane Primary School, Fobbing and Port Side Secondary Schools.

The Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

JOB PURPOSE

The post holder will work as a part of the central finance team based in Hackney, currently at Mossbourne Community Academy. It is multi-functional professional team which has to operate flexibly to meet pressured and complex demands. The Finance Officer will provide support for the finance function of the 7 schools within the Mossbourne Federation as well as support to the Chief Finance Officer with ad hoc admin duties.

KEY RESPONSIBILITIES

The post holders' key responsibilities are, but not limited to:

Accounts Payable

- Process invoices & credit notes
- Ensure all invoices are properly authorised as required by the Federation's finance policy
- Prepare the payment runs for signature and send remittance advice

Supplier Management



- Reviewing the suitability of new suppliers and adding to the database as necessary
- Maintain a list of approved suppliers and update details regularly, including HMRC IR35 verification and bank details
- Reconcile supplier statements
- Take & resolve any supplier queries

Budget Management

- Assist the Group Finance Manager as required in the preparation of expenditure reports to be distributed to budget holders
- Investigate & resolve any queries raised by budget holders or as instructed by the Group Finance Manager

Purchasing

- Process purchase orders promptly using the schools financial accounting system
- Ensure all orders received are properly authorised and relevant quotes are obtained as per the school's finance policy
- Take and resolve queries relating to orders
- Help and advice budget holders with purchases
- Where orders are more than 10 days old or urgent, chase up delivery date with suppliers
- Monitor outstanding orders to ensure only open orders are left open
- Process credit card orders and payments in accordance with the finance policy

General

- Support the CFO with any administration and meeting arrangements as required
- Undertake ad hoc projects as instructed by the Group Finance Manager or CFO
- Maintain appropriate filing systems.
- Attend regular meetings with Line Manager as required
- Ensure relevant policies and procedures are followed.
- Cover the work of other finance staff in the event of absence as instructed by the Group Finance Manager



Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Working in a busy finance office. If this were in an academic setting, this would be a bonus	X	X	
E	Knowledge of purchasing, invoicing, and budgeting procedures	X	X	X
E	Experience with financial procedures in a similar public sector environment.	X	X	
E	Able to work as part of a team and to communicate effectively with a wide range of internal and external partners.	X	X	X
E	The ability to lead training sessions on financial issues.	X	X	X
Qualifications				
E	Qualified by experience	X	X	X
IT knowledge				
E	Good computing skills, particularly in Excel, and the ability to learn new software packages easily.	X	X	X
E	Excellent written and oral communication skills, and able to explain financial concepts to financial and non-financial audiences.	X	X	X
Behavioural Competencies				
E	Excellent organisation and time management skills.	X	X	X
E	Able to manage and work to deadlines whilst remaining calm under pressure.	X	X	X
E	Flexible and proactive in approach to work and in tasks undertaken.	X	X	X
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. The document is not a comprehensive list; it simply outlines the expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.