

**Global Academy
Finance Officer
Job Description**

PURPOSE OF THE POST:	To support the School Business Manager in the financial accounting, reporting and control activities across the Trust
LINE MANAGED BY:	School Business Manager
CONTACTS:	Principal, Senior Leadership, Governors, Clerk, External Contractors
Pay Scale :	£ NJC15, £17,732 per annum Pro rata for term time plus two weeks
HOURS:	25 hours a week- term time plus 10 days during summer holidays (41 weeks)

DUTIES AND RESPONSIBILITIES

Compliance systems

- To support the School Business Manager to develop policy, systems and processes to ensure there is compliance with finance policy and practice
- To support the School Business Manager to ensure the Trust is up to date with statutory requirements for financial returns

Statutory Returns

- To Support the School Business Manager to ensure the statutory accounts for the UTC are completed to an agreed timetable. Take responsibility for the completion of areas of the accounts as agreed.
- To collate data and information needed for returns- this includes Teacher Pension.

Specific Responsibilities

- Ensure accurate and timely monthly, termly and year end close
- Ensure month-end procedures including bank reconciliation,, credit card statement, VAT and other reconciliations are carried out including postings of journals and reconciliation of balance sheet entries
- Establish and monitor the implementation and maintenance of accounting control procedures
- Ensure there are clear processes in place to manage and record VAT
- Completion of the VAT returns on a monthly basis
- Ensure accurate and appropriate recording of revenues and expenses
- Review nominal ledger codes to ensure they meet all information requirements and ensure correct VAT treatment (in collaboration with the School Business Manager)
- Manage and organise a contracts register with the School Business Manager support ensuring information is updated as and when contracts are renewed
- Liaising with external advisers and auditors as appropriate

Purchase Ledger and Treasury Management

- To Process purchase orders from requisitions, accurately and in accordance with the agreed authorisation of the UTC
- Process invoices, checking to the purchase orders and goods received notes, ensuring appropriate authorisation and payment in accordance with the agreed procedures and timeline.
- Manage the Purchase ledger function on a day-by-day basis ensuring all payments are made by the due date.
- You will be the key point for any supplier invoice queries, arranging any returns Trust and ensuring the refund or credit note are received
- Ensuring the Financial systems (SAGE) are to date with suppliers' information
- Ensure supplier statements are reconciled on a monthly basis
- Bank accounts are reviewed and fully reconciled on a monthly basis
- Manage the weekly BACS runs and banking of any payments to be done
- Ensure systems and processes are in place to manage petty cash and reconciled to the system
- Manage the income for the Trust from raising income, reconciling parentpay

Effective administration of financial procedures

- Manage the ordering of supplies and equipment for the Trust
- Support the procurement of Trust resources and contract

Payroll

- Process payroll journals once signed off by the School Business Manager
- Reconcile HMRC & Pensions amounts monthly to payroll cost to bank
- Support in the monthly upload of any payroll documents required

General

- You will be the first point of contact for queries from suppliers (including statements)
- Ensure the Asset Register and inventory are updated and maintained to high standard and accuracy
- Carry out the necessary arrangements for free school meals and bursary entitlement payments.
- Maintain records of bursary grants received paid and balance arrangements remaining
- You'll be processing monthly catering invoices and reconciling all charges including hospitality and FSM meals Charged to those eligible on Arbor.

The job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities as directed by the School Business Manager

Person Specification

	Essential	Desirable	Application (A)Interview (I)
Qualifications	Degree in Finance <i>or</i> ACCA qualification <i>or</i> ACCA qualification	School Business Manager qualification	A
Professional Development	Evidence of CPD Ability to self-evaluate learning needs and actively seek learning opportunities	Participation with other schools/agencies	A/I
Experience and Financial expertise	Highly competent in using and evaluating effectiveness of accounting software and systems e.g. FMS, Sage, PS Financial Highly competent in developing and using excel to improve systems, data and analysis Understanding of relevant income streams and how this impacts on financial performance Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience. Experience of managing payroll Ability to analyse complex reports and maintain accurate records Knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.	Previous experience as a Bursar or Business Manager in education Experience within procurement Good knowledge of relevant polices, codes of practice, legislation such as The Education Act 2011 / Academies Act 2010	A/I A/I A A/I A A/I A/I
Skills and Qualities	Ability to work alone as well as a team member Efficient and meticulous in organisation. Ability to communicate with external providers. Ability to persuade, motivate, negotiate and influence. Experience of managing change and implementing new systems/ procedures/controls.		A A/I I I A/I

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	Essential	Desirable	Application (A)Interview (I)
	<p>Proven ability to establish and develop positive relationships with stakeholders.</p> <p>Ability to persuade, motivate, negotiate and influence.</p> <p>Ability to formulate ideas and solutions and present them effectively.</p> <p>Flexible and adaptable.</p>		<p>I</p> <p>I</p> <p>A/I</p> <p>I</p>
Other	<p>A commitment to equality and diversity</p> <p>A commitment to Safeguarding</p> <p>A commitment to the vision for the Multi-Academy Trust.</p> <p>Able to attend evening meetings if required.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p>