

## **JOB DESCRIPTION**

**Job Title:** Trust Finance Officer  
**Accountable to:** Trust Chief Operating Officer  
**Accountable for:** Management of Trust's trading subsidiary  
**Hours:** 12 hours per week, term time only  
**Salary:** H5/H6 pro rata depending on skills/experience

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### **Background**

Accounting control of the Trust's trading subsidiary

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### **Key Tasks**

#### **Set up of Trading Subsidiary**

- Work with Trust COO and Trust Finance Manager to set up the new trading subsidiary SAGE database including the chart of accounts
- Work with Trust schools to ensure that income streams accurately reflected in the company

#### **Accounting for the Trading Subsidiary**

- Payment of any goods/services incurred by the trading subsidiary (limited amount)
- Liaise with schools to raise invoices for trading subsidiary income generating activities ensuring compliance with VAT legislation
- Work with Trust schools to ensure that any debts are managed and resolved
- Weekly bank reconciliation and query resolution
- Monthly VAT reconciliation and reporting
- Month end processing including the reconciliation of the balance sheet accounts
- Calculation and posting of Intercompany entries between the trading company and Trust schools on a regular basis
- Regular reporting to Trust schools on their income streams
- Year-end processing
- Ensure compliance with the Trust Financial Procedures Manual

#### **Other Responsibilities**

- Work with both internal and external auditors as required
- Cover for Finance team members when necessary to ensure that operations continue
- Any other reasonable tasks required

The duties above are neither exclusive nor exhaustive and the post holder may be required by the COO to carry out appropriate duties within the context of the job, skills and grade.

## PERSON SPECIFICATION

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Knowledge and Experience</b>   |           |           |
| Familiar with accounting practices and principles   | ✓         |           |
| Knowledge of financial operations of educational establishments   |           | ✓         |
| Experience in using SAGE for Education  |           | ✓         |
| <b>Skills and Attributes</b>  |           |           |
| Good time management skills   | ✓         |           |
| Able to work with a high degree of accuracy and attention to detail   | ✓         |           |
| Confident in working independently, without direct supervision  | ✓         |           |
| Competent in working with IT applications including excel spreadsheets and databases                                | ✓         |           |
| Flexible and effective team member with willingness to take on roles outside of normal responsibilities if required | ✓         |           |
| <b>Qualifications</b>   |           |           |
| Accountancy qualification (e.g. AAT)  |           | ✓         |
| Minimum of GCSE Maths (grade C or above)  | ✓         |           |