

Job Description

Post Title	Cluster Finance Officer
Responsible to	Finance Manager
Contract	Fixed-term maternity cover – 12 months
Hours	37.5 hours per week, term time only (39 weeks + 10 days)
Salary	£28,645 – £33,500 (pro rata, subject to term-time working)
Job purpose	<p>To provide high-quality operational finance support and ensure the continuity, accuracy and compliance of finance processes across a cluster of academies during a period of maternity leave.</p> <p>The post holder will be responsible for the day-to-day administration of finance activities, including transactional processing, reconciliations, reporting and compliance, in line with academy and Trust policies and procedures.</p> <p>Working closely with the Finance Manager and wider administration teams, the role will support the effective use of resources and contribute to the smooth running of finance operations across the Cluster, maintaining professionalism and confidentiality at all times.</p>

Role Summary

The Cluster Finance Officer will support the delivery of efficient and effective finance operations across a Cluster of 5 academies, ensuring established finance systems, procedures and controls are maintained throughout the maternity cover period.

The role is primarily operational and transactional, focusing on processing invoices and orders, managing the sales and purchase ledger, issuing sales invoices, reconciliations, and preparing financial reports while ensuring compliance with financial regulations and audit support.

The post holder will work under the direction of the Finance Manager and liaise with Principals, school staff and the Central Finance Team to ensure finance matters are managed accurately and consistently.

Key Responsibilities

While not exhaustive, the following outlines key responsibilities of the role.

Main Responsibilities

- Ensure the efficient processing of supplier invoices, including appropriate authorisation, accurate coding, and timely payment via BACS.
- Reconcile supplier statement by requesting and processing outstanding invoices.
- Maintain an efficient procurement and ordering process, monitoring outstanding orders and supporting staff with finance procedures.
- Manage the sales ledger process, including charging, invoicing, and credit control, in accordance with the school's systems and procedures.
- Bank all school income and ensure all receipts are accurately recorded and accounted for.
- Perform bank reconciliation for all schools within the Cluster, investigating and resolving discrepancies.
- Complete month-end checklists, review financial reports, identify anomalies and escalate issues to the Finance Manager (FM) as appropriate.
- Monitor school budget expenditure, perform account reconciliation, and provide accurate financial information to the FM and school leaders.
- Support the preparation of financial returns, audits and statutory submissions in line with Trust and external requirements.
- Support the maintenance and sourcing of best value products and services, regularly reviewing contracts to avoid unnecessary expenditure and monitor spending.
- Provide assistance to other departments within the scope of the role as required.
- Assist the FM in maintaining accurate records of schools' assets within the asset management system.

Systems, Compliance and Procedures

- Adhere to and support the consistent application of academy and Trust finance policies, procedures and controls.
- Ensure compliance with financial regulations, audit requirements and internal control frameworks.
- Support staff with delegated financial responsibilities to ensure correct processes are followed.
- Maintain accurate and up-to-date financial records and documentation.

Lettings and Administration

- Support the coordination and administration of premises lettings (internal and external) in line with academy policies.
- Maintain appropriate records relating to lettings income and expenditure.
- Provide finance-related administrative support to the wider school administration team as required.

General Duties

- Support the Finance Manager with finance-related tasks and projects as required during the maternity cover period.
- Contribute positively to the ethos and values of the academies.
- Establish and maintain professional working relationships with colleagues, contractors and external agencies.
- Attend relevant meetings and training as required.
- Maintain strict confidentiality at all times, ensuring compliance with Data Protection and GDPR requirements.
- Present a professional and welcoming image, contributing to a positive school environment.

Other

- The post holder is expected to split their working time between Academies in the cluster and may be required to attend meetings or training at other Trust locations; some local travel will be required.
- This job description is not intended to be exhaustive. The post holder will be expected to undertake any reasonable duties commensurate with the role.
- This role is a fixed-term maternity cover appointment and will terminate upon the return of the substantive post holder or at the end of the fixed-term period, whichever is sooner.
- This post is subject to an enhanced DBS disclosure.
- The post holder must be committed to safeguarding and promoting the welfare of children and young people.

Culture

- To support the school's values and ethos by contributing to the development and implementation of policies, practices, and procedures.
- To help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school culture and ethos that is utterly committed to achievement.
- To support and work in collaboration with colleagues and other professional in and beyond the school.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Person Specification

Education and Qualification	Essential	Desirable
AAT or equivalent	✓	
Level 2 qualification in English and Maths	✓	
Administration/ Customer Service		✓
Experience	Essential	Desirable
A minimum of two years of experience in a Finance role.	✓	
Experience of processing invoices, reconciliations and month-end procedures	✓	
Confidence in working within demanding and fast-paced environment.	✓	
Experience supporting audits and financial compliance	✓	
Experience working in a multi-site organisation or education setting		✓
Experience in clerical and administrative duties and delivering excellent customer service		✓
Knowledge and Skills	Essential	Desirable
Strong understanding of finance administration systems, policies, and procedures	✓	
High level of accuracy and attention to detail	✓	
Strong organisational and time management skills	✓	
Ability to work independently and use initiative within agreed procedures	✓	
Ability to interpret financial information and identify issues	✓	
Effective record-keeping and reporting skills	✓	
Excellent ICT skills for accurate data input and reporting	✓	
Experience using finance systems such as Focal and Dimensions		✓
Experience using ARBOR, including reporting and data manipulation		✓
Personal Attributes	Essential	Desirable
Ability to prioritise, multitask and balance a demanding and variable workload	✓	
Demonstrates discretion and confidentiality at all times	✓	
Strong interpersonal and communication skills	✓	
High levels of personal and professional integrity	✓	
Flexible, adaptable and solution-focused approach	✓	
Commitment to Child Protection, Health & Safety, Equal Opportunities, and safeguarding practices.	✓	

Job Description Agreement:

Signed by:

Name:

Date: