

Job Description

Job Title:	Finance Officer
Responsible to:	Senior Finance Officer (Trinity Catholic High School)
Job Purpose:	• Production of monthly management accounts for a group of schools (between four and six) and support with month end procedures • Production of regular forecasts and budgets. • Review payroll reconciliations, control accounts and costs • Assist with the annual audit processes. • Work with other team members to ensure tight deadlines are achieved
Salary:	SCP 17-22
Hours:	37 hours per week for 42 weeks per year (term time plus inset plus three weeks)

Main responsibilities

Catholic life and Mission

1. Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
2. The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

As Finance Officer you will:

Monthly management accounts

- Produce monthly management accounts for allocated schools
- Detail variances between budget, forecast and actual and add commentary
- Meet with Headteachers to discuss accounts in person and remotely
- Work with pre agreed tight deadlines

Budgets

- Produce detailed budgets for allocated schools with support from Senior Finance Officers (SFO) and the central finance team
- Meet with Headteachers to discuss staffing
- Record pupil numbers and predictions of future numbers
- To assist with reporting for Headteachers to summarise budget information

Forecasts

- Prepare detailed forecasts several times a year
- Collate and prepare information to produce a budget and a three-year plan

Payroll reconciliation

- To reconcile actual monthly payroll reports for allocated schools against budgets/forecasts

- To ensure that balance sheet payroll controls are correctly recorded

Charity collections

- To ensure all charity income is correctly recorded and distributed

Curriculum Lead Financial Planning (CLFP)

- Enter financial information onto the CLFP to allow staffing decisions to be made
- To attend meetings as required to discuss modelling in staffing

Finance team

- To attend regular finance team meetings to discuss tasks and progress and any issues that have arisen

Other tasks

- To analyse PE expenditure and other Department of Education Grants
- Reviewing educational visits reports

Queries

Answer telephone and support with queries as needed

Other

- To always support the Catholic ethos of the Multi Academy Trust by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Trust policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Trust reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Trust in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Trust to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____ Date: _____

Print Name: _____