

Post Name	Finance Officer – MAT Central Finance Team
Reporting To	Head of Finance Operations (HoFO)
Location	Hybrid working/flexible
Salary Scale Point	NJC point 13 to NJC point 17 (full time equivalent) £29,064- £31,022 To be appointed on a 5-point band within this range depending on experience
Weekly Hours	52 weeks 1 FTE / 37 hrs a week preferred but part time may be considered
Contract Type	Permanent

Main Duties

Core Purpose:

To assist the Director of Finance (DOF) and the Head of Finance Operations (HoFO), alongside the Senior Finance Officer, efficiently and effectively with the day-to-day running of the Trust Finance Department. To maintain financial accounting records in accordance with internal procedures, good practice and statutory requirements.

Primary Duties & Responsibilities

Purchase Ledger:

- To oversee the Finance System Purchase Ledger and support the processing of orders and invoices as required alongside the Central Finance Assistants.
- To obtain necessary quotes/waivers for procurement as required.
- To prepare the BACS run, upload to Lloyds Online Commercial Banking.
- To reimburse Governor/volunteer expenses via BACS.
- To ensure invoices are paid within the supplier's credit terms.
- To maintain accurate supplier details on Iplcit and complete relevant paperwork for new suppliers.

- To oversee purchases on the Central Credit/Multipay Cards - to maintain a record of all expenses and reconciling of statements, ensuring all necessary signed paperwork has been received.
- To maintain a spreadsheet of all gifted items, ensuring Gift Declaration Forms are duly completed and signed off by the DOF.

Sales Ledger:

- Download remittance advices from accounts receivable email.
- To process all ESFA, LA, parental and Sales income received.
- To process all sales invoices as required.
- To chase debtors for payment if monies have not been received in line with Trust's procedures and policies.

Month End/Year End Processing:

- To support with reconciliations of control accounts as requested by the Head of Finance Operations, investigating, and resolving any discrepancies.
- To assist with year-end procedures and the Trust's annual audit process.
- To process month end/Intercompany journals.
- To assist with month end accruals.
- Assisting with bank reconciliations.

Administrative Support:

- Manage the general finance email account and deal with enquiries as appropriate.
- Maintaining financial files and records.

Compliance

- Ensure compliance with relevant financial regulations, policies, and procedures, and ensure the effective operation of financial systems and processes within the trust and its schools.

Supervision and Management

No Line Manager Responsibilities

Working Environment

You will have access to a work location within one of the central locations, some home working may be permitted.

Other

Safeguarding Statement

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Equality & Diversity

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Health & Safety

The post holder must always carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post

	Essential	Desirable	How Identified
Education & Qualifications			Formal possession of an appropriate qualification to be verified at Interview or from records
A minimum of 5 A*-C GCSE qualifications (or equivalent) including English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Level 2 Min AAT qualification or relevant work-based experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Right to work in the UK.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Experience			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion.
Experience of working both in an office environment and remotely.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of establishing positive relationships with various stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of working in a school or other educational setting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of working in an accounting/financial role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Skills & Abilities			
Good communication and interpersonal skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to prioritise and manage conflicting demands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to work as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of well-developed ICT skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disposition			
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Willingness to undertake training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General & Specific or Legal knowledge			Application form and interview questioning and reference.
Ability and/or willingness to travel as required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	