

JOB DESCRIPTION

[Chingford Academies Trust](#)

Title of Post:	Senior Finance Officer
Grade/Pay Range:	PO3 (Spinal Points 32 - 35), £45,750 - £49,056 Outer London
Hours:	36 hours p/w (07.45-15.45), 52.14 weeks per year (full-time)
Department:	Finance
Responsible to:	Chief Finance and Operations Officer
Responsible for:	Finance Officer, Finance Assistant, Finance and Payroll Assistant,

The Finance team is made up of the post holder, the Chief Finance and Operations Officer, and a team of Finance professionals. The team works collaboratively to deliver high-quality Finance services across the Trust, continually developing processes and systems to support staff and organisational effectiveness. Strong leadership and guidance from the experienced Chief Finance and Operations Officer ensures that the Finance function operates efficiently, professionally, and in alignment with Trust priorities.

FACILITIES AND RESOURCES

The Trust provides outstanding facilities for teaching and support staff, including designated classrooms and offices. There is a designated Finance Office at Chingford Foundation School and a Trust Office at South Chingford Foundation School for the Finance team to work. Both sites have free on-site school parking and a canteen serving hot and cold food.

LINE OF RESPONSIBILITY

The postholder is directly responsible to the Chief Finance and Operations Officer.

JOB PURPOSE

- The Trust Finance Manager plays a central role in ensuring the financial integrity, accuracy, efficiency and compliance of the Trust's financial operations. Reporting to the Chief Finance and Operations Officer (CFOO), and supporting key stakeholders, the postholder is responsible for the day-to-day finance functions, the accuracy and timeliness of information relevant for financial reporting, and the maintenance of robust internal controls that protect public funds
- This role provides professional oversight of financial processes, including month-end and year-end tasks, ensures procurement compliance, and supports budget holders so the Trust's financial resources are used effectively and transparently.

- The Trust Finance Manager is a key contributor to the Trust's financial sustainability and operational resilience. The postholder must demonstrate exceptional honesty and integrity in carrying out the responsibilities of the role at all times.

MAIN DUTIES / RESPONSIBILITIES

Financial Leadership and Strategy

- To support the Chief Finance and Operations Officer (CFOO) in delivering the Trust's financial strategy and sustainability
- To provide financial advice and insight to senior leaders for strategic decision-making
- In conjunction with the CFOO, support financial planning, including the development of annual and medium-term budgets
- To promote strong financial accountability across the Trust

Financial Reporting and Month-End

- To support the monthly financial close process, ensuring all transactions are accurately recorded, reconciled, and compliant
- In conjunction with the CFOO and Trust Business Manager, support the preparation of monthly management accounts, ensuring accuracy, clarity, and timeliness
- To maintain and manage a robust month-end timetable

Financial Administration & Ledger Management

- To ensure purchase orders, invoices, and payments are processed accurately and within policy
- To reconcile supplier accounts to supplier statements and resolve queries in a timely manner.
- To manage Trust credit cards within set protocols, including monthly reconciliation
- To conduct due diligence checks on new suppliers (e.g., Companies House).

Procurement & Contract Management

- In conjunction with the CFOO and Trust Business Manager, to support procurement activity, ensuring compliance with financial procedures and value-for-money principles
- To ensure that proper documentation are ready for approval of large purchasing decisions
- To maintain and monitor the contracts register with the Trust Business Manager
- To identify cost efficiencies and savings opportunities across the Trust.

Budget Management and Financial Control

- To support the CFOO and Trust Business Manager
 - To prepare, monitor, and control budgets across the Trust.
 - In budget reporting, including variance analysis and recommendations
- To work with budget holders to manage expenditure, ensuring there is no overspending
- To monitor key expenditure areas, including software purchases and subscriptions
- To oversee and process financial transactions for bursaries, trips, and other income/expenditure streams including gift aid
- To maintain and monitor robust internal controls according to the Academy Trust Handbook and financial policies
- To ensure all finance processes are consistent, auditable, and well-documented
- To provide support to the Payroll and Pensions Officer as and when required.

Year-End, Audit & Statutory Reporting

- To support the CFOO and Payroll and Pensions Officer with the preparation of year-end accounts and supporting schedules
- To act as an alternative point of contact for external auditors, ensuring a smooth audit process
- To minimise audit adjustments and ensure readiness for scrutiny
- To support with the timely statutory submissions (DfE, Companies House, Charity Commission)
- To work with the CFOO and Trust Business Manager in the implementation of audit and internal scrutiny recommendations.

Systems, Processes & Continuous Improvement

- In conjunction with CFOO, review and improve finance processes to enhance efficiency and compliance
- To support digitalisation and modernisation of workflows
- To ensure record-keeping complies with statutory and audit requirements.

Team Leadership and Development

- To jointly line manage and develop the finance team, ensuring clarity, accountability, and high performance
- To provide coaching, training, and succession planning
- To foster a culture of accuracy, accountability, collaboration, and continuous improvement
- To maintain process documentation to ensure operational resilience

OTHER DUTIES

- To act as a key member of the finance team
- To deputise for the CFOO in their absence
- To ensure compliance with all Trust policies, procedures, and statutory requirements
- To undertake any other duties commensurate with the seniority of the role
- To be flexible to the needs of the Trust
- Any other duties commensurate with the grade of the post

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust.
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- To be committed to, and comply with, all Trust policies.
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school/Trust Policy and Practice relating to Health and Safety at Work.
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
- To work effectively and successfully in your team within the school/Trust
- To work across all schools within the Trust as directed.

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in

Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be Initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**PERSON SPECIFICATION
SENIOR FINANCE OFFICER**

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE grade C or equivalent in English and Maths	X	
Degree level education or equivalent		X
Accounting qualification (e.g., AAT, ACCA, ACMA) or at least 2 years' experience working in a finance setting at a senior level		X
Evidence of recent professional development		X
EXPERIENCE		
Experience of using IT packages/software including Microsoft Teams/One Drive	X	
Experience of using Finance software i.e. SIMS, PS Financials, Access	X	
Experience of working in a finance environment, providing advice on financial policies and procedures and budget management	X	
At least 2 years' experience of working in an education (academy) environment		X
Experience of payroll processes and procedures		X
Experience of managing out of hours activities including letting management	X	
Experience of external audits, internal scrutiny, and implementing recommendations	X	
Strong leadership, team management, and mentoring skills	X	
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Knowledge of Academy Trust Handbook, DfE regulations, and Charity Commission reporting	X	
Excellent organisational and administrative skills including accuracy, attention to detail and analytical and problem-solving skills	X	
Ability to follow instructions and carry out set duties	X	
Ability to communicate effectively at all levels	X	
Excellent attention to detail and ability to see 'the bigger picture'	X	
Competent user of IT and efficient administrator including ability to manipulate statistical data for reports	X	
Good interpersonal skills	X	
Ability to work in a logical way, prioritising and coordinating and working to deadlines	X	

Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Understanding the importance of confidentiality and GDPR when handling sensitive information	X	
Commitment to continuous quality improvement, with a willingness to challenge accepted ideas and procedures	X	
Ability to forward think and develop systems and process to move to efficient systems and practices		X
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Friendly and approachable with a positive can-do mindset	X	
Collaborative, approachable, and able to build strong relationships	X	
High level of professional integrity, confidentiality and resilience	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but confidence and judgment as to when own initiative is required	X	
Initiative to improve the status quo and open minded to suggestions of new and improved ways of working	X	
High standard of punctuality	X	
Ability to motivate others and to be self-motivated	X	
Resilient and able to work under pressure with competing priorities	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Satisfactory Enhanced DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.