

Job Description: Finance Officer

Reports to: Deputy EBM

Pay Scale: Band 3 Professional

Role Summary:

To provide effective and efficient administrative support to the Deputy EBM, by ensuring that proper accounting procedures are maintained across the Trust.

Key Job Outcomes:

- Ensure timely and accurate processing of financial transactions across the cluster, supporting consistent and robust financial administration in line with United Learning and statutory requirements.
- Maintain high standards of financial control, ensuring proper checks are in place and helping identify and rectify discrepancies promptly.
- Support the effective use of our finance systems, Access FocalPoint and Dimensions, ensuring staff use them consistently and accurately, and helping troubleshoot issues as they arise.
- Manage regular school payment runs, including accurate inputting of invoices and, where necessary, arranging urgent payments in response to operational needs.
- Assist with the preparation and monitoring of school budgets, working closely with Heads of School and the central finance team to provide clear, up-to-date financial information that supports effective decision-making.
- Support with month-end and year-end processes, including journals, accruals, and reconciliations, to ensure smooth reporting and compliance with audit standards.
- Carry out regular reconciliations of catering finances, ensuring catering invoices align with internal school records and financial data, and following up on any inconsistencies in a timely and professional manner.
- Contribute to the preparation of internal and external financial returns, ensuring deadlines are met and submissions are accurate.
- Play a key role in managing day-to-day financial queries from staff across the cluster, providing advice and guidance with professionalism and a solutions-focused approach.
- Provide support during audits, preparing relevant documentation and liaising with auditors as required.
- Uphold the values and ethos of our schools and the wider United Learning family, contributing to a culture of transparency, accountability, and continuous improvement.
- Work flexibly across the cluster as needed, developing good working relationships with colleagues in different schools and adapting to the unique needs of each site.

General Accountabilities:

- Be responsible for own safety and not endanger that of colleagues / visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible leadership reserves the right to make changes to the job description following consultation.

Person Specification

	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Minimum of Maths and English GCSE at Grade C or equivalent	✓	
Willingness to study for a Finance/Business qualification		✓
KNOWLEDGE AND EXPERIENCE		
Financial experience within a school or similar environment	✓	
Experience with financial and other IT packages	✓	
Experience of dealing with internal and external customers	✓	
SKILLS, BEHAVIOUR AND QUALITIES		
Good attention to detail	✓	
Strong numeracy skills	✓	
Ability to work as part of a team	✓	
Excellent verbal and written communication skills	✓	
Excellent organisation and planning skills	✓	
Ability to prioritise and meet deadlines	✓	
The ability to work well under pressure and manage conflicting demands.	✓	
Flexibility and willingness to be adaptable	✓	
Able and willing to train for and carry out first aid	✓	
Able and willing to carry out lunch duties	✓	