

Job Description – Finance Officer



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Finance Officer

Reports to: Hub Business Manager

Liaison with: Headteacher, Hub Business Managers, School-based administrators, CEO, DSAT Services Team, Parents, Wiltshire County Council, and external companies.

To assist the Hub Business Manager in the administration of a range of Finance procedures and to ensure that the use of resources is adequately monitored and controlled.

Main Job Purpose:

1. Finance

- To process purchase orders and supplier invoices into the financial systems operated by Schools in the Hub in accordance with agreed procedures and regulations.
- To raise sales invoices for lettings and other activities provided by academies within the Hub and be responsible for complete and accurate recording/receipt of all monies, including the maintenance and recovery of returned cheques.
- To perform month end duties including bank, petty cash and credit card reconciliations
- Assist in the production of regular financial reports for budget holders and appropriate staff as and when required as directed by the Hub Business Manager.
- Assist in the preparation of forecasts for current year and the budgets for future years.
- To process goods received notes for orders in discussion with budget holders.
- To assist in administering the school petty cash fund. Ensuring monies are adequately receipted and float replenished and to ensure that the level of petty cash held is correctly controlled.
- To assist and support School trip arrangements including collection, banking and recording monies received.
- Support the operation of the debtor system including the chasing of monies and the recovery of unpaid sums.
- Provide support to staff on the production of timesheets, travel claims, orders and any other relevant financial documentation.
- Provide help and advice to staff, pupils, parents and external parties as and when required in relation to financial matters.

• Other Duties

- Provide advice and training to staff on relevant procedures.
- To promptly deal with relevant correspondence and maintain an efficient system for all data.
- To undertake agreed tasks within the School base.
- Participate in any School staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- To contribute to School Policies as and when appropriate as directed by Hub Business Manager or Chief Finance and Operation Officer.
- Undertake any other tasks and responsibilities appropriate to the level of this post as required by the Hub Business Manager and / or Chief Finance and Operation Officer.
- To fully comply with the Trust's safeguarding policy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification – Finance Officer



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	Essential	Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level in maths and English at grades A*-C or equivalent Training in accountancy, book-keeping or maths 	<ul style="list-style-type: none"> AAT Level 4 or equivalent accounting and/or financial management qualifications PS Financial and Orovia BPS Budget Tool training 	Application Form Interview
Knowledge and Understanding	<ul style="list-style-type: none"> Understanding and practice of confidentiality Experience of working with budgets Experience working in a financial capacity 	<ul style="list-style-type: none"> Experience of working with PS Financial and Orovia BPS Budget Tool Experience working within a school environment Experience of working in the financial sector Experience of working with spreadsheets 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> Good accounting skills Good record-keeping Excellent communication skills with both adults and children Ability to manage time and prioritise tasks Excellent IT skills Excellent administration and organisational skills Ability to prioritise and work to deadlines Ability to work under pressure Ability to work independently and with initiative Willingness to undertake further training Willingness to take part in the broader life of the academies 		Application Form Interview
Working with others	<ul style="list-style-type: none"> Be able to build positive relationships with children and adults Be a role model to staff, children and the community Liaise with and report to parents, governors and outside agencies 	<ul style="list-style-type: none"> Show experience of working alongside others 	Application Form Interview

Personal Attributes	<ul style="list-style-type: none"> • Organised • Flexible • Enthusiastic • Committed to upholding the Christian ethos of the school • Self-motivated • Excellent communication and interpersonal skills. • Show initiative • Resilient • Be reflective on own practice. • Have a desire to engage in own professional development. 		
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