



# Finance Officer

## Job Description & Person Specification

**February 2026**

*Children First*

**Responsible to:**  
**Review Date:**  
**Place of Work:**

**Management accountant**  
**February 2028**  
**Central Office (Pera Business Park, Melton Mowbray)**

## Role Overview

To support the efficient and effective running of the finance function across the entire Trust by assisting with the processing of financial transactions for all schools and ensuring compliance with the Trust's financial procedures. To also provide support and assistance to school admin teams.

## Key Responsibilities

- To act as point of contact for school based admin teams, provide support to the Trust's schools and assist with any queries in a timely manner.
- To ensure that all financial and administrative procedures are adhered to and all policy documentation related to financial and administrative matters are in place, i.e. cash handling, processing of orders, invoices, VAT returns etc
- To accurately and efficiently process purchase invoices and staff expense claims.
- To raise sales invoices.
- To assist with the preparation and processing of monthly payment runs and ad hoc payments when required, after relevant authorisation has been obtained.
- To reconcile supplier statements to purchase ledger balances and investigate any differences.
- To liaise with suppliers to resolve invoice queries.
- To enter bank transactions and reconcile bank accounts.
- To allocate sales ledger receipts and purchase ledger payments.
- To reconcile aged debtors and creditors and investigate outstanding balances.
- To process journals for parental contributions received for school activities.
- To update details of suppliers and customers in the Trust's finance systems carrying out appropriate checks to confirm validity of details.
- To process relevant month end journals and play a supporting role in the production of the month end management accounts.
- To assist with free school meal vouchers prior to holiday periods for all eligible pupils.
- To assist with processing financial transactions in line with period close schedules.
- To play an active role in internal and external audits.
- To provide information, guidance and support to staff as required to ensure the processes, controls and requirements of the financial regulations policy are continually adhered to.
- To demonstrate and promote the Trust's vision, mission, values, ethos and aims.
- Comply with Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

Any other duties as reasonably required, within the scope and spirit of the job title and its grading.

## Person Specification

Education & Qualifications	Essential	Desirable
GCSE English and Maths (Grade C or above / 4 or above / or equivalent)	✓	
AAT/CIMA (or equiv) qualified/ part qualified/ qualified by experience	✓	
Experience & knowledge		
Recent and relevant experience working in a Finance function	✓	
Knowledge of the Education sector and Safeguarding procedures		✓
Experience of GDPR / Data Protection legislation		✓
Experience of multi-site operations		✓
Skills		
Excellent communication skills, both written and verbal	✓	
Problem solving skills	✓	
High level of accuracy and attention to detail	✓	
Ability to manage own workload effectively and respond swiftly to tight deadlines	✓	
Excellent interpersonal skills, with the ability to build good working relationships	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Willingness to work flexibly, travelling to various locations and working extra hours as necessary to meet the needs of the Trust	✓	
Good level of IT skills including Microsoft Excel and Outlook	✓	
Attributes		
Committed to the Mowbray Education Trust vision, values and aims	✓	
Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Multi Academy Trust sites	✓	

Is fluent in the use of the English language	✓	
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All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.