



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Finance Officer
<b>Location:</b>	Based at the Cornwall Cluster Office, Camelford
<b>Grade:</b>	Plymouth Pay Scales, Grade E, Scale 15 – 20 - £30,024 - £32,597
<b>Hours:</b>	37 hours per week, 52 weeks per year
<b>Reports to:</b>	Senior Finance Officer School Business Accountant
<b>Responsible for:</b>	No line manager responsibility
<b>Key relationships:</b>	Finance team, School Secretaries and centrally in the Trust, Operations Manager, and key stakeholders.

### Job Purpose

Working as part of the finance team providing support to Westcountry Schools Trust as a whole. This will be achieved within Academy Financial Procedures whilst ensuring internal and external deadlines and audit requirements are met.

Provide comprehensive general administrative support to the Finance Team and the Senior Finance Officer and School Business Accountant where required.

Develop the relevant skills and expertise as the work and responsibilities of the post develop such that the post holder can play an active role and contribute appropriately to the work of the team.

### Duties and Responsibilities

Provide a specific specialist support service in the following areas of activity ensuring confidentiality is maintained at all times;

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Undertake a range of finance activities, including;
  - Maintaining records and processes for ParentPay.
  - Processing invoices, ensuring nominal coding and VAT is allocated correctly.
  - Receipting income and ensuring adequate records are kept for audit purposes.
  - Processing weekly banking, bank reconciliation and cash collection.
  - Maintaining petty cash tin and reconciling the account.
  - Assisting with the financial reporting of and accurate production of financial reports and records, maintenance of financial systems, work with internal and external audit as directed.
  - Assist with the maintenance of financial systems.
  - Work with internal and external audit as directed.
  - Assist with the internal analysis of financial activities.
  - Provide appropriate support when required in sourcing specific bulk curriculum purchases.

- To assist with the processing of direct debits, standing orders and purchasing card transactions.
  - To assist with the processing of staff travel/expense claims.
  - Assist with the management of the sales ledger system to ensure invoices are raised in a timely manner and to assist with the debt management process to ensure the timely payment of outstanding amounts.
  - To assist with the timely processing of purchase invoices and the preparation of regular BACS payment runs for all of the schools suppliers within the appropriate time limits whilst ensuring all audit requirements are fulfilled.
3. To liaise with Heads of Departments etc, to ensure that goods ordered have been delivered, are in good condition and that all invoices raised are correct. Reviewing the outstanding purchase orders report and outstanding goods received report on a monthly basis.
  4. Provide guidance to other staff on preparing orders for goods and services to ensure they comply with Financial Regulations.
  5. Alert the School Business Accountant to any projected overspend and to ensure spending is within agreed limits
  6. Scanning documents, filing, word processing and production of other documents as required.
  7. To assist with the management of the Enrichment Week finance. Monitor instalment periods, debt management and liaise with the SLT lead and trip leaders regarding the finance surrounding activities.
  8. To respond to other request and responsibilities as required by the Headteacher or School Business Accountant.
  9. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
  10. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
  11. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.

### **Other**

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

## PERSON SPECIFICATION

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications:</b>			
GCSE A* to C or equivalent in Maths and English	E	X	
Accounting Qualification eg AAT at Level 3 or other equivalent qualification.	D	X	
<b>Experience:</b>			
Computer literate with working knowledge of MS office	E	X	X
A working knowledge of financial packages, eg PSFinancials	D	X	
Experience of working in an accounting environment	E	X	
<b>Knowledge, Skills and Abilities:</b>			
Excellent verbal and written communication skills	E	X	X
Confidentiality	E	X	
Self-motivated with the ability to use own initiative and work as part of a team	E	X	X
Methodical and organised, ability to prioritise and complete tasks within tight deadlines	E	X	X
Ability to work to high standards of accuracy	E		X
Commitment to implement whole school/staff policies relating to the safeguarding of children	E		X
<b>Further Requirements:</b>			
Commitment to child safeguarding and KCSIE.			
<b>VALUES-BASED BEHAVIOURS:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	X		X

Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X