

## **South East Essex Academy Trust**

### **Finance Officer**

#### **Job Description**

Job title: Trust Finance Officer

Grade: 2026 Scale 6 – point 14 - 18

Reports to: Trust Finance Manager

Hours: 37 hours per week (part time requests will be considered), term-time only including inset days with two additional weeks to be agreed during school closure

#### **Core purpose**

The Trust Finance Officer provides high quality financial support to the SEEAT central team, Trustees and Headteachers. They ensure accurate day to day financial operations, strong financial controls in schools, and the maintenance of clear, audit ready records in accordance with the Trust Financial Regulations & DfE Academy Trust Handbook. The role will drive best value for money across the trust by ensuring effective financial planning, rigorous budget monitoring, cost efficient procurement, and the consistent application of financial controls that support sustainable, high quality educational outcomes. It requires excellent organisation, discretion, and the ability to prioritise workload to meet key deadlines. The postholder works flexibly across the Trust and will travel to schools as needed to provide hands on financial support,

#### **FINANCIAL OPERATIONS**

- Maintain accurate accounts and manage all day to day financial transactions
- Raise purchase orders, reconcile goods received, and process invoices/BACS payments as required.
- Action online purchases and process journals/recharges in IRIS Financials.
- Liaise with suppliers to resolve invoice and delivery queries.

#### **FINANCIAL REPORTING AND MONITORING**

- Produce and share regular financial reports and monitoring spreadsheets.
- Complete reconciliation of end of month control accounts.
- Support preparation of year-end accounts for audit readiness.
- Maintain accurate financial data to support budget management across schools.

#### **INCOME, CASH HANDLING AND BANKING**

- Count, record and bank cash/cheques; manage petty cash systems where applicable.
- Process DfE & other third party income
- Administer supporting documentation and process charge card statements
- Administer FSM & 16-19 bursary processing payments against claims & issuing vouchers where necessary

## **SCHOOL AND TRUST ADMINISTRATIVE SUPPORT**

- Manage the financial administration of school trips.
- Assist with wider school administrative routines as required.
- Support additional Trust business as directed by senior leaders.
- Provide responsive finance support to schools, both remotely and onsite

## **PERSON SPECIFICATION**

The Trust Finance Officer supports the Trust's financial operations by maintaining accurate records, processing day-to-day transactions and ensuring strong financial controls across schools. The role requires confidence with numbers, good IT skills and the ability to manage deadlines in a busy, multi-site environment. The postholder will work closely with colleagues, school leaders and suppliers, providing clear communication and reliable financial support. They are expected to handle sensitive information with discretion, contribute to audit readiness, and assist with budget monitoring and reporting. The role combines independent working with being an active member of the central team, supporting consistent and efficient financial processes across the Trust.

## **QUALIFICATIONS & KEY SKILLS**

- GCSE (or equivalent) English and Maths (grade C/4+).
- Full driving licence.
- AAT Level 2–4 (or working towards) desirable.
- Evidence of ongoing professional development welcomed.

## **PERSONAL QUALITIES**

- Discreet, professional, and able to maintain confidentiality.
- Proactive, reliable and highly organised.
- Works well both independently and as part of a team.
- Commitment to supporting schools and improving outcomes

## **KEY SKILLS & ABILITIES**

- Strong numerical skills and accuracy in financial processing.
- Confident using spreadsheets and finance systems.
- Able to prioritise workload and meet deadlines.
- Clear communicator with excellent attention to detail.

## **REQUIRED KNOWLEDGE & EXPERIENCE**

- Experience in day-to-day financial operations and maintaining records.
- Understanding of financial controls and audit expectations.
- Experience supporting budget monitoring or reporting.
- School or public-sector finance experience desirable.