

Our Lady of Lourdes Catholic Multi-Academy Trust

Job Description

Finance Officer

Reporting to:	Finance Manager
Liaising with:	Trust Senior Leadership Team (SLT), Head Teachers, other colleagues, Trustees, Governors, NRCDES, suppliers and customers
Grade/Salary:	Band 4 (Scale point 11-17)
Hours of work:	37 hours per week

Core Purpose:

- To play an active role in the finance team delivering an efficient, effective and customer focused finance service to all academies within the Multi-Academy Trust while ensuring that all financial transactions are processed accurately and timely within the Multi-Academy Trust's finance and accounting system and are maintained in line with the Trusts financial regulations, policies and procedures.

Specific areas of responsibility and key tasks:

Accounts Payable

- Oversee the accounts payable function, supporting the finance assistants with the following tasks:
 - Scanning, matching and processing purchase invoices ready for payment, ensuring the invoice is approved for payment in line with the Trust's Financial Regulations Manual and the invoice is coded accurately as per the academies budget.
 - Scanning, matching and processing credit notes, ensuring that the credit is coded accurately.
 - Processing Direct Debit and Standing Order payments on the finance and accounting system, ensuring they are matched to purchase orders and coded accurately as per the academies budget.
 - Processing staff expense and student bursary claims on the finance system, checking that the form is approved for payment in line with the Trust's Financial Regulations Manual and that each item is coded accurately as per the academies budget.

- Following up late/missing payment notifications, dealing with suppliers on a day-to-day basis over the telephone and via email.
- Produce payment runs from the Trust finance and accounting system and import the details to the Banks BACS system ready for approval and payment.
- Maintain and reconcile on the business charge card accounts on a monthly basis, ensuring each item is coded accurately and is compliant with the Trust's Financial Regulations Manual.
- Add the bank account details to new supplier accounts, checking that the bank information is complete and accurate and that the appropriate documentation and authorisation is in place.
- Produce an aged creditors report as part of the month end processing, investigating why invoices remain unpaid and chasing up credit notes for refunded amounts.

Accounts Receivable

- Oversee the accounts receivable function, supporting the finance assistants with the following tasks:
 - Raising sales invoices to customers as per the Multi-Academy Trust's sales log, ensuring they are coded as per the academies budget.
 - Issuing sales invoices to customers via the finance and accounting system's email portal.
 - Receipting income, matching the receipt to the sales ledger where appropriate and ensuring that each amount is coded accurately as per the academies budget.
 - Adding income received via the Trust's cashless payment system to the relevant trip/student ledger.
 - Investigating unknown income receipts, by contacting providers by telephone to accurately identify the funding source.
 - Chasing late payments, taking prompt action to ensure all income is received timely.
- Lead the bank reconciliation process, ensuring all accounts are reconciled on a monthly basis.
- Produce an aged debtors report as part of the month end processing, chasing late payments and escalating significantly overdue payments to the finance manager/senior finance manager.

Audit and Compliance

- Assist the Finance Manager with any preparations for audit visits and meeting with the auditor as required.
- Support the Finance Manager in completing the month end and year-end processes.

Budget Management

- Produce complex finance reports to support the Finance Manager, Senior Finance Manager and the Finance Director in managing the budgets for the individual academies within the Trust.

Financial Efficiency and Value for Money

- Produce complex finance reports and information at the request of Finance Manager, Senior Finance Manager and the Finance Director

Advice and Support

- Respond to telephone calls and emails into the Finance Helpdesk, escalating calls when appropriate and ensuring responses are provided timely and in line with the team's service level agreement.

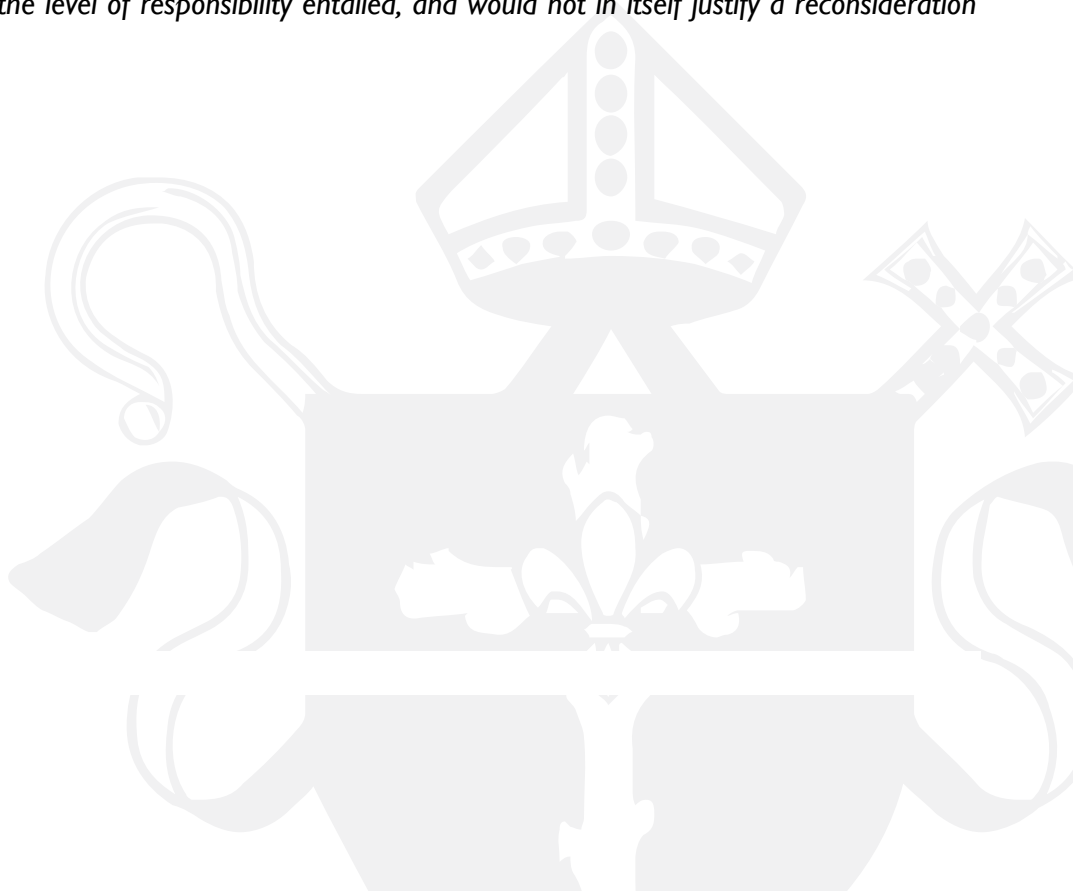
Additional Duties

- To attend meetings as required
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding
- To perform any task or duty under the reasonable direction of the Finance Director or another member of the Executive team.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



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Person Specification

Finance Officer

A Training and Qualifications	Essential	Desirable
Working towards an AAT qualification, or able to demonstrate equivalent experience	Y	
A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	Y	
Commitment to ongoing professional development	Y	

B Experience	Essential	Desirable
A minimum of five years' experience working within a finance function		Y
Experience of working in a financial role in a busy and fast paced office	Y	
Experience of working in a school/educational setting in a financial role		Y
Experience of working in a Multi Academy Trust financial role		Y
Experience of processing complex financial information	Y	
Experience of producing and presenting complex financial reports		Y

C Professional Knowledge and Skills	Essential	Desirable
Evidence of continuing professional development	Y	
Evidence of providing training and development opportunities to other staff		Y
Ability to manage a varied and complex workload as well as delivering to timescale	Y	
Ability to produce complex financial information in a logical, user-friendly way	Y	
Strong ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning and organisation skills	Y	
Understanding of the funding and financial management arrangements and reporting requirements for academies		Y

D Personal Attributes	Essential	Desirable
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Willingness to support Catholic life in schools	Y	
Emotional resilience	Y	
The ability to self-evaluate and reflect	Y	
The ability to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Excellent numerical skills	Y	
Integrity and commitment to good governance	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

E Safeguarding	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

