

Job Description	
Job Title:	Senior Finance Officer
Grade:	L24 – L29
Responsible To:	Director of Finance
Liaising with:	School Finance team

Core purpose of the role:

To provide accurate and efficient financial assistance to the Trust through the effective operation of the Trust's financial systems and procedures.

Key Responsibilities:

- To support the Trusts Director of Finance in budget monitoring, procurement processes and ensuring the school uses its funding wisely and continues to gain value for money (VFM);
- To support the Senior Management Team during the year end accounts process
- To support the Senior Management Team during the annual budget setting process.
- To ensure that processes and systems are being met to match income against expenditure;
- Payroll Monitoring Returns
- Special Education Needs – Budget Monitoring
- Payment of supplier invoices where required

Essential Skills/Qualifications

- Full or part qualified accountant status across a recognised accountancy body
- Educated at least to 'A' level status
- Experience of using SAGE 200 as well as other recognised ledger packages
- Excellent use of Microsoft
- Strong attention to detail and able to produce work with a high level of accuracy
- Excellent interpersonal and communication skills
- Excellent organisational skills
- Plan own work schedule to meet agreed deadlines
- Ability to work as a member of a team
- Ability to liaise closely with internal colleagues and external agencies
- Able to work under pressure to meet deadlines
- Ability to show sensitivity and objectivity with confidential issues
- Fully proficient in using IT systems, including Excel, Microsoft Word & PowerPoint
- Demonstrate a logical and methodical approach with attention to detail and accuracy

- Good telephone manner
- Flexible attitude
- Enhanced DBS

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.