



Job Description

Role	Finance Officer	School/Department	Shared Services
Grade	Grade 6, scp 18-24	Reports to	Finance Business Partner
Purpose	<p>The Finance Officer is responsible for delivering high-quality, operational finance support to allocated academies, ensuring financial transactions are processed accurately, controls are applied consistently, and academy-level financial information is reliable and meaningful.</p> <p>The role combines transaction processing, academy understanding and financial judgement, ensuring that day-to-day financial activity is processed correctly and that academy-level financial information is accurate, understood and usable for budgeting and forecasting.</p>		
Scope	Staff responsibilities:		Financial Accountability:
	Yes		No
Key accountabilities	<ul style="list-style-type: none"> • Operational Finance Delivery: Ensure hub-level financial transactions are processed accurately, authorised appropriately and recorded in line with Trust policies and procedures. • Financial Control and Reporting: Prepare month-end journals, accruals and prepayments, maintain reconciliations, and monitor income and expenditure to ensure accurate financial reporting and timely escalation of issues or variances. • Leadership and Oversight: Supervise and support Finance Assistants within the hub, allocating workload, reviewing outputs and promoting high-quality, consistent financial practice across academies. 		
Relationships	<p>The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.</p>		
Supporting Maiden Erlegh Trust	<p>The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.</p>		



**Main duties and
accountabilities**

Academy-facing Finance Support

- Act, together with the Finance Assistant, as the finance contact for allocated academies.
- Support Headteachers, school business professionals and budget holders with day-to-day finance queries.
- Promote compliance with Trust finance policies, procedures and delegated authorities.
- Act as the first point of escalation for operational finance issues for allocated academies.

Accounts Payable (AP) and Transaction Processing

- Process and review purchase invoices and financial transactions, ensuring accuracy, correct coding and appropriate authorisation.
- Support payment processing, including preparation of allocated academy payrun information for review and submission.
- Post, review and reconcile academy payment cards, ensuring receipts and documentation are complete and compliant.
- Resolve supplier queries promptly and professionally.
- Review and manage outstanding purchase orders and goods received notes (POs and GRNs).

Accounts Receivable (AR) and Income Monitoring

- Support the setup and financial monitoring of educational visits and trips, ensuring full cost recovery and timely resolution of variances.
- Assist with SEN EHCP income monitoring, including raising invoices and tracking payments.
- Follow up outstanding income and provide information and analysis to the Finance Business Partner and school leaders.

Month-End and Financial Reporting

- Prepare accruals, prepayments and journals for review.
- Maintain reconciliations and supporting schedules for audit and reporting.
- Monitor income and expenditure accuracy, including aged creditors and debtors, escalating discrepancies or unusual balances.



	<p>Line Management</p> <ul style="list-style-type: none">• Line manage Finance Assistants, setting priorities, reviewing work quality and supporting development. <p>The postholder will also be required to undertake any other duties as may reasonably fall within the scope and remit of the role, as directed by the Chief Finance Officer and Finance Business Partner.</p>
<p>Other requirements and responsibilities</p>	<ul style="list-style-type: none">• Enhanced DBS clearance required.



Person Specification

Role	Finance Officer	School/Department	Shared Services
Qualifications, training and education	<p>Essential</p> <ul style="list-style-type: none"> • Relevant qualification or demonstrable experience in finance, accounting or a related discipline. • Evidence of continuing professional development or willingness to undertake relevant training (e.g. finance systems, Trust procedures, regulatory compliance). <p>Desirable</p> <ul style="list-style-type: none"> • Studying towards, or qualified in, AAT (or equivalent), or demonstrable equivalent experience. • Training or experience in education, public sector or not-for-profit financial environments. 		
Skills and abilities	<p>Technical and Professional Skills</p> <ul style="list-style-type: none"> • Proven experience in an operational finance or accounts role, including processing and reviewing financial transactions. • Strong knowledge of purchase-to-pay processes, invoice processing, coding, authorisation and query resolution. • Experience supporting month-end activities, including accruals, prepayments, journals and reconciliations. • Good working knowledge of Excel, including: <ul style="list-style-type: none"> ○ Use of formulas (e.g. basic lookups) ○ Reconciling data and identifying errors or anomalies • Experience of supervising or supporting Finance Assistants, or the capability and confidence to take on this responsibility. <p>Personal and Professional Abilities</p> <ul style="list-style-type: none"> • High level of attention to detail and commitment to accuracy. • Ability to manage competing priorities and meet deadlines in a busy operational environment. • Confidence communicating with non-finance colleagues and providing clear, practical finance advice. • Organised, methodical and reliable, with a service-focused approach. • Calm under pressure, particularly at peak times such as payroll and month-end. • Willingness to take ownership and escalate issues appropriately. 		



**Requirements
specific to the role**

All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.

To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required

Maiden Erlegh Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed:
Post holder

Date: