

Job Description

Job Title	Finance Operations Officer
Grade	G
Responsible To	Finance Operations Manager
Staff Managed	Supports the Financial Operations Manager with line management and direct supervision of a team of Financial Administrators, Finance Apprentice and school finance staff across multiple sites
Job Family	Central Team (Finance)
Job Purpose	To lead on the day to day transactional financial activities of the Trust, as directed by the Finance Operations Manager, monitoring considerable expenditure totalling more than £12m per annum. This role encompasses the provision of high quality financial administration including the processing of financial transactions, regular review of open items on the ledgers, addressing queries and issues, maintaining supplier master data and preparing and posting payments.
Job Context	Works within the busy environment of the central team office, managing the financial administration across the Trust, providing financial, administrative and budget monitoring, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken. The role may have a lead area e.g. either income or expenditure but would need to cover all tasks as required.
Accountabilities / Main Responsibilities	
Operational Issues	• Set up and maintain supplier and sales accounts ensuring changes of information are correct, following cyber security procedures at all times • Creating and managing scheduled payment runs where total payments are in excess of £200k • Creating and managing individual non-scheduled payments • Reconciliation of multiple Credit Card card accounts and ensuring that schools provide correct documentation and VAT invoices for all purchases • Reconciliation of petty cash where applicable • Analysis and coding of all on-line parent associated cashless systems held at the schools • Purchase ledger processing; invoice processing, account allocation, nominal coding etc. • Ensuring VAT is correctly recorded and reporting any errors. • Raising purchase orders on behalf of the Trust or academies and ensuring they follow Trust protocol for authorisation • Ensure all DVLA & TV Licences renewals are completed • Processing of all Sales Ledger and Grant Income: including liaison with relevant Alternative Provision school staff for commissioning invoice information updates on a termly basis • Posting income and cash book transactions to the bank • Credit control, ensuring suppliers queries are resolved and chasing outstanding debts re sales ledger etc. • Ensure all direct debit payments have an invoice registered to match them and request any that are missing from suppliers • Reconciliation of lettings income for all Bookings plus accounts • Provision of information to support the year-end audit process • Provision of administrative, clerical and secretarial duties as required. • Assist in preparation of reports as required. • Assist with the collation of information. • Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. • Assist teaching and non-teaching staff with administration queries. • Report concerns and obtain support for any issues raised.

Communications	• Communication with budget holders throughout the Trust to enable authorisation of invoices and manage dispute resolution • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. • Attend staff meetings and training days by agreement with your line manager.
Partnership or Corporate Working	• Working with the team of Trust Finance Officers, academy/school based Finance Administrators and the direct team to ensure correct coding, closedown deadlines are coordinated and communicated
Resource / People Management	• Supporting the Financial Operations Manager with the management of a team of Financial Administrators and other school finance staff across multiple sites including overseeing and organising workloads as necessary • Maybe required to deputise in varying areas of Finance depending on current workload for the team • Participate in the Trusts performance management scheme. • Assist senior staff with budget preparation and revision as necessary. • Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Finance Operations Manager / Financial Controller • Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices. • Assist with the input income and expenditure information. • Assist in the induction of new employees • Monitor stock levels, order office materials, equipment and services and check incoming orders including processing of payments is required. • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding	• Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to. • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	• Financial Management System user. Collate, extract, analyse and update information relating to suppliers, payments and receipts. Ensuring all expenditure items have designated budget holder approval • Parentpay & Parentmail system, accessing, coding and posting transactions as necessary • Maintain computerised and manual records. • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. • Know about data protection issues in the context of your role
Health and Safety	• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

	● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

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Responsible To	Finance Operations Manager	
Staff Managed	Supports the Financial Operations Manager with line management and direct supervision of a team of Financial Administrators, Finance Apprentice and school finance staff across multiple sites	
Job Family	Central Team (Finance)	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
- Knowledge of public or private sector finance/administration - Knowledge of computerised Financial Management Systems - Knowledge of VAT treatment		- Finance within an Education or Government setting - Understanding of related party transactions and their treatment
Experience		
- Experience working with Purchase and Sales Ledger systems - Experience of computerised management information systems and accounts - Dealing with third party queries - Clerical or administrative experience - Experience of working with Microsoft Office/Google		- Experience in public or private sector finance/administration - Cash / cheque handling experience
Occupational Skills		
- Organisational skills to prioritise workload - Ability to guide and support other team members - Computer literate - Good interpersonal and communication skills - Good numeracy and literacy skills - Judgemental skills - Ability to work to deadlines		- Analytical and problem solving skills - Ability to analysis and review complex data sets
Qualifications		
AAT Level 3 or equivalent		- CLAIT Plus, ECDL or Level 2 Word Processing - Appropriate first aid training (<i>dependant on the Trust needs – insert as appropriate</i>)
Other Requirements		
- Enhanced DBS clearance - Attention to detail, neatness and accuracy - Organisational skills - Ability to work successfully in a team - Confidentiality - To be committed to the Trusts policies and ethos - To be committed to Continual Professional Development - Motivation to work with children and young people - Ability to form and maintain appropriate relationships and personal boundaries with children and young people		Confident and clear telephone manner