

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Finance Officer	<u>Grade:</u> F (points 14-19)
<u>Role Profile:</u> Organisational Support	
<u>Overall Purpose of Job:</u> As the Finance Officer, you will support the Head of Academy through the provision of financial support and information. You will ensure the academy's financial management is sound and procedures are adhered to with relevant reports submitted to the central Delta finance department in accordance with deadlines.	
<u>Category of Academy/School:</u> Age range: Primary (medium) Form Entry: One form with significant line management responsibility or a two-form entry Number of students on roll: 210-420 Multiple sites: Possible Sixth form/Through school provision: No	
<u>Main Responsibilities:</u> 1. You will liaise and work with the Trust to undertake relevant administration at the academy, advising as appropriate to both management and staff of best practice and procedure to be followed 2. You will improve the efficiency of the academy facilities and communication, advising the Academy Advisory Body (AAB) and Senior Management Team (SLT) as appropriate 3. You will manage the processing of orders, invoices and payment for goods and services, using the Trust's chosen finance software 4. You will ensure purchase order and/or invoice related queries are dealt with speedily and effectively and are appropriately authorised 5. You will check financial transactions to ensure that correct procedures are adhered to 6. You will assist in ensuring effective procurement practice and ensuring best value principles are met 7. You will obtain quotes for goods and services where necessary and in line with the Trust tender process where applicable 8. You will regularly review service level agreements (SLAs) and contracts to ensure best value and value for money 9. You will ensure all orders are delivered in the agreed timescales, deliveries match with the orders placed and any discrepancies are queried with the supplier in a timely fashion 10. You will update and maintain the asset register for the academy in accordance with the Trust's financial procedures 11. You will maintain appropriate filing systems to fulfil audit requirements 12. You will manage the daily running of the Petty Cash account, issuing cheques and handling cash 13. You will ensure procedures are followed in collecting, receipting and banking all monies received 14. You will raise sales invoices, in particular for lettings and receipt payments 15. You will be responsible for banking of funds received in the academy 16. You will process cashbook payments and receipts on the Trust's chosen financial system 17. You will produce monthly management accounts including bank, purchase ledger and sales ledger reconciliations 18. You will produce monthly variance analysis of actuals to budget 19. You will develop 5-year forecasts using HCSS in conjunction with the central Delta finance team 20. You will ensure all staff in the academy adhere to financial regulations	

21. You will liaise with budget holders in the academy and provide advice where required
22. You will check monthly payroll reports and report any discrepancies
23. You will complete payroll returns for casual, supply and overtime hours
24. You will prompt SLT with the dates for review of policies, update hard copies and the academy online policy folder
25. You will monitor academy trips/visits ensuring they are self-funding
26. You will work with the Trust's Facilities Manager on planned maintenance projects and agree a schedule ensuring value for money, including submitting bids for Capital Funding to the Trust
27. You will liaise with the Head of Academy regarding recruitment activity to ensure a financial review is completed prior to ELT submission demonstrating financial impact of request on budgets.
28. You will liaise with the Trust's central recruitment team to manage the recruitment process for the academy and ensure compliance with systems and processes.
29. You will liaise with the Head of Academy to ensure all employee records are kept up to date including new starters, changes to personal details, contract changes, salaries, leaver notifications, etc. and that the central payroll department are informed in a timely fashion.
30. You will liaise with the Head of Academy to ensure all employee sickness records are accurate and appropriate paperwork submitted to the central payroll department are informed in a timely fashion
31. You will maintain the Academy's Single Central Record (SCR) and ensure all relevant pre-employment checks are completed and recorded appropriately for staff
32. You will liaise with the Trust's HR Team to support HR processes within the academy, ensuring that processes are adhered to and accurate minutes are taken at meetings.
33. You will prepare reports for distribution as required.
34. You will take minutes as required in academy meetings.
35. You will manage contractors working on site, including catering/cleaning where appropriate.
36. You will manage the provision of supply staff as required and arrange cover as appropriate for the academy.
37. You will manage academy lettings.
38. You will line manage and be responsible for the efficient running of support staff members within the site team, midday supervisors and admin team, quality assuring the work produced.
39. You will report on catering income and expenditure on a monthly basis to ensure breakeven/surplus position.
40. You will be responsible for site management, including line management of Site Supervisory staff and Health and Safety
41. You will oversee the Trust's H&S online system to ensure effective management of premises, compliance, contracts, procurement and suppliers (Every).

General

42. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay
43. You will participate in training and other learning activities and performance development as required
44. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking
45. You will ensure strict confidentiality in all areas of work
46. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
47. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records)
48. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once
49. You will always comply with the Trust's policies and procedures
50. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- AAT qualified, or working towards (C)
- NVQ Level 2 or equivalent qualification in Finance (C)
- GCSE Grade A*-C or equivalent in both English and Maths (C)
- Experience of using accounts and budgetary software (A, I, R)
- Experience of using Excel/Word (A, I)
- Experience working in a busy finance department (A, R)
- Experience of cash handling (A, R)
- Ability to form and maintain appropriate and effective relationships with others (R)
- Excellent numeracy and literacy skills (I)
- Good ICT skills (I, R)
- Excellent presentation skills (A, I, R)
- Ability to communicate effectively with all stakeholders (I, R)
- Motivation to support staff in achieving the best outcomes for children and young people by advising on appropriate allocation of financial resources (I)

Desirable

- Understanding of the Academy Financial Handbook (A, I, R)
- Knowledge of best value and financial regulations (A, I, R)
- Experience of working in finance within an education setting (A, R)
- Experiencing of line managing people (A, R)
- Experience of office administration (A, R)
- Knowledge of safeguarding children and young people (A, I, R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Organised
- Flexible
- Reliable
- Trustworthy
- Attention to detail
- Clear communicator
- Proactive
- Approachable

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Head of Academy within the academy

Support Staff – in daily contact with support staff who are involved in finance, administration, cleaning, catering, site supervision and health and safety.

Trust Staff – in regular contact with Trust staff within finance, facilities, and human resources.

External – in regular contact with suppliers, contractors, agencies, parents/carers and AAB members as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check.