

Job Summary & Person Specification

Job Title: Finance Officer

Accountable to: Finance Director

Grade: Grade D

Contracted hours: 37 hours per week – Monday to Thursday 8.00am – 4.00 and Friday 8.00am – 3.30pm Friday. Part-time considered for the right candidate.

Weeks per year: 52 weeks

Location: The Romsey School with requirement to travel to schools across the Trust if required.

Main Purpose of the Role

To provide effective and efficient day-to-day financial administration support to the Finance Director across the Trust's schools, assisting with management accounts, payroll, income receipt, invoicing, bank reconciliations, and VAT returns.

To contribute to the effective running of the Trust, providing financial and administrative support under the direction of the Finance Director, and helping to ensure all processes and procedures are carried out in accordance with the Academies Financial Handbook.

Key Responsibilities and Duties

Finance & Budget Management

- Support the Finance Director in implementing the financial decisions of the COO, CEO and Trust board.
- Assist the Finance Director in preparing appraisals for future projects and information to support the development of the school's long-term financial strategy.
- Support the Finance Director and Headteachers in compiling and maintaining the detailed annual budget for the school.
- Help monitor income and expenditure in relation to the school's budget, flagging variances to the Finance Director.
- Assist in producing monthly management accounts for the COO and Headteachers, and support end of month reporting to Heads of Department.
- Support budget holders in the management of their budgets, including helping to provide clear, timely reports so they can discharge their roles effectively.
- Regularly keep the Finance Director informed of financial matters and of any concerns regarding the nature of income and expenditure.
- Maintain an understanding of the effects and implications of government policies, legislation and directives relevant to the school's finances.
- Keep abreast of changes to, and help comply with, the Academies Financial Handbook.

Procurement & Accounts Payable

- Administer purchasing, invoicing and payment arrangements, and the ordering or hiring of goods and services in line with school or business policies.
- Liaise with staff regarding the placing of orders; research suppliers to help ensure best value where relevant.
- Raise curriculum orders for Heads of Department and other staff, including educational furniture and equipment.
- Code invoices with the correct expenditure code, ensure they are logged on the system, and distribute to budget holders for authorisation.
- Raise credit notes and cancel invoices as required.
- Check supplier statements and request copy invoices when needed.
- Assist with the payment run to suppliers via BACS.
- Process department recharges, including photocopying.

Accounting, Reporting & Compliance

- Assist with reconciling the academy bank account(s) monthly to help ensure all income is correctly accounted for, including funds from the Department for Education and the Local Authority.
- Support the reconciliation of academy control accounts and the trial balance on a monthly basis; help maintain the fixed asset register and departmental inventories.
- Bank cash, cheques and BACS receipts; record non-invoiced income against the relevant expenditure code.
- Support the Finance Director in managing the main bank account and deposit account, helping to ensure cash flows are sufficient.
- Support the development of robust financial systems and processes, helping to ensure accurate records and that reporting deadlines are met.
- Assist with the administration and training of the school's financial software system (Access Finance and Budgeting).
- Support liaison with external auditors and assist with the end-of-year processes for the Trust, helping the Finance Manager and Finance Director prepare the annual audited accounts.
- Work with external auditors/accountants in the preparation of financial returns where necessary.
- Provide ad-hoc financial reports and analysis to support the Finance Manager and Finance Director as required.

Payroll

- Support the production of the monthly payroll, following the routines and procedures across the Trust.
- Assist with the monthly payroll cycle, including:
 - Running payroll: checking pension contributions, end-of-year certificate (EOYC) updates and payslip comparison reports.
 - Post-payroll: uploading the monthly payroll journal, ensuring payroll accounts reconcile, and making third-party payments.



- Work with the Finance Manager, Finance Director and HR Director in the preparation of monthly payroll (Access People); help ensure appropriate controls and checks are in place.
- Assist with pension scheme administration, including contributions, queries, reports and starter/opt-out forms.
- Support staff with payroll queries and calculations, including over/underpayments and backdated pay awards.
- Undertake regular checks and review of data accuracy input at school level; process corrections where required.
- Make payroll payments and deal with any returned payments.

Training & Development

- Regularly review own practice and take responsibility for own continuous professional development.
- Participate in the annual appraisal process.
- Complete mandatory training including safeguarding and GDPR.

General

- Be aware of and comply with all policies and procedures, including those relating to child protection, health & safety, security and confidentiality.
- Undertake other duties as required by the Finance Director, commensurate with the grade of the post.

Additional Information

This job description sets out the main duties associated with the stated purpose of the post. We need all staff to be flexible in their approach to support the schools and the central Trust in this essential role. The duties listed above are representative but not exhaustive and other duties

appropriate to the post may be undertaken and should not be excluded simply because they are not itemised.

The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher/CEO. Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

Individuals have a responsibility to promote and safeguard the welfare of children and young persons that they are responsible for, or come into contact with.

Person Specification

	Essential	Desirable
Qualifications	- GCSEs or equivalent at Grade A–C (or 9–4) in Maths and English - AAT Level 2 or 3 (or working towards), or equivalent relevant experience in a finance role	- AAT Level 4 - ACA, ACCA or CIMA qualification
Experience	- Experience of working in a finance or administrative role - Experience of data entry and reporting using an accounting system - Experience of processing and reconciling transactions, processing invoices, ordering resources, etc. - Experience of working as part of a team and across teams to resolve issues	- Experience of payroll administration (preferably Access Payroll) - Experience of academy/MAT finance and the Academies Financial Handbook - Experience of Access Finance or similar financial management software - Experience of administering a Purchase Ledger - Previous experience of working within an education or public sector finance environment
Skills, Knowledge & Abilities	- Good interpersonal and communication skills (written and verbal) - Ability to work under pressure and to deadlines whilst managing a varied workload - Good attention to detail, accuracy and numeracy - Ability to use own initiative to improve areas of practice - Proficient in the use of Microsoft Office (Word, Excel, Outlook) - Ability to deal with confidential and sensitive information with tact, applying data protection principles at all times - Good analytical and problem-solving skills - Proactive and process-driven approach	



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Key Competencies	• Good organisational and time management skills with a proven ability to meet deadlines • Good attention to detail with speed and accuracy of input • Strong customer service ethic • Committed to achieving the highest standards • Flexible, calm, positive, enthusiastic and professional • Willingness to undertake continuous professional development including safeguarding and GDPR training	
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