



Job Title:	Trust Finance Officer
Base:	NSPCC National Training Centre, 3 Gilmour Close, Leicester, LE4 1EZ
Hours of work:	37 hours per week, 52 weeks per year
Grade:	8
Reporting to:	Finance Manager
Responsible for:	N/A

Purpose

- To support the Financial Manager in managing the financial operations of the Trust.
- To ensure accurate and timely processing of financial transactions, including orders, invoices, petty cash, credit card transactions, and sales invoices.
- Ensure accurate coding in line with chart of accounts coding structure
- To assist in maintaining financial records and ensuring compliance with the Academy's Financial Regulations Manual.

Key working relationships

- Trust Executive team including the Chief Finance & Operations Officer
- Central Services Team
- Central Finance Team
- Head Teachers, School Business/Office Managers, School Budget Holders and School Finance staff

MAIN DUTIES AND RESPONSIBILITIES:

The post holder will carry out some / all of the following which may include routine cover for the Senior Finance Assistant

- Transactional processing of trust wide orders, invoices, petty cash, credit card and sales invoices.
- Ensure all entries to PS Financials system are done so only once authorised in accordance with the Academy's Financial Regulations Manual.
- Resolve routine supplier issues and ensure all payments to creditors are paid on the due date upon full authorisation being received.
- Provide support to the Senior Finance Assistant in preparing the weekly payment run.
- To undertake reconciliations of trust credit cards ensuring that all items listed on the statement have been posted to PSF and are allocated to the outgoing payment on PSF.
- Provide support to the Finance Assistant in reconciling the trust credit card statements.
- Review aged debtors ensuring amounts due are collected in time using standardised letters and routine calls, escalating any collection issues.
- Process internal charges to trust schools

- Complete the trust bank reconciliation in a timely manner, ensuring that all income is identified and coded in line with the trust nominal coding guidance.
- Undertake the preparation of the weekly payment run ensuring all payments to creditors are in line with agreed terms, authorised appropriately and comply with the purchasing regulations.
- Undertake new supplier checks to prevent conflicts with the register of interests and to ensure bank details are independently verified ahead of first payment.
- Provide day to day support to the Finance Apprentice, fielding queries around procedure and processing.
- Provide cover and training to school based staff for the purchasing elements of their role.
- Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time.

Generic Responsibilities

- Contribute to the effective working of the Central Services Finance Team by participating in team meetings and suggesting improved ways of working.
- Participate with performance management and training and activities that contribute to personal and professional development.
- Provide a high standard of customer service in all dealings with all internal and external contacts.
- Be prepared to work flexibly during busy periods.
- Be prepared to travel to Schools across the Trust as and when required.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. **Therefore a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

	Essential (E) / Desirable (D)	How assessed
Qualifications AAT Level 2	E	App/Doc
Experience Experience of working in a busy office environment. Experience of working in a finance based role Experience of using PS Financials	E E D	App/Int/Ref App/Int/Ref App/Int/Ref
Knowledge Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. Understanding of the context in which schools operate An understanding of health and safety issues relevant to the post.	E D D	App/Int/Test App/Int/Test App/Int
Skills/Attributes Confident in the use of a range ICT software packages (e.g. MS Office including Teams, Word, Excel, PowerPoint) and databases. Good communication skills, both oral and written. Good time management skills and the ability to manage own workload, to complete daily / weekly / monthly tasks. Excellent organisational and inter-personal skills. Able to operate effectively as a part of a team and with minimum supervision Numerate Able to make judgements about when to pass something to management	E E E E E E E	App/Int/Test App/Int App/Int/Test App/Int/Test App/Int/Ref Int App/Int
General Circumstances Evidence of regular attendance at work An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations. Willingness to undertake training.	E E E	Ref App/Int App/Int
Factors not already covered Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010	E	App/Int/Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)