

Job Description – Finance Officer



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Finance Officer

Salary Range: £27,254 to £31,022

Reports to: Financial Controller (FC)

Liaison with: DSAT Services Finance Team, Chief Finance and Operations Officer (CFOO), Hub Business Managers, School-based administrators, DSAT Services Team, external companies.

To support the DSAT Services Finance Team in the delivery of finance and payroll administrative duties to ensure the Trust's financial operations run smoothly and comply with statutory and internal regulations.

Main Job Purpose:

1. Finance

- To process purchase orders and supplier invoices into the financial systems for schools operated by DSAT in accordance with agreed procedures and regulations.
- To raise sales invoices for services provided by the Trust and be responsible for complete and accurate recording/receipt of all monies.
- To perform month end duties including bank, and credit card reconciliations
- To process goods received notes for orders in discussion with budget holders.
- Support the operation of the creditors and debtors' ledgers ensuring all supplier invoices are settled promptly and chasing of monies and the recovery of unpaid sums.
- Provide support to staff on the production of timesheets, travel claims, orders and any other relevant financial documentation.
- Provide help and advice to staff, and suppliers as and when required in relation to financial matters.

2. Payroll

- Support the management of the full payroll cycle to ensure an efficient and effective end to-end payroll and pensions service in relation to the lifecycle of an employee, including creation/checking of new employees, variations to contract, payments, deductions and terminations.
- Process all payroll changes due to sickness and other leave.
- Maintain and update standard operating procedures for payroll and identify opportunities to improve workflows.
- Work with colleagues including finance to ensure payroll system is aligned with finance/budget systems.
- Provide support to HR / Payroll Officer as required.

3. Other Duties

- Provide advice and training to staff on relevant procedures.
- To promptly deal with relevant correspondence and maintain an efficient system for all data.
- To undertake agreed tasks within the DSAT Services Head Office.
- Participate in any Trust staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- To contribute to Trust Policies as and when appropriate as directed by the FC or CFOO.
- Undertake any other tasks and responsibilities appropriate to the level of this post as required by the FC.
- To fully comply with the Trust's safeguarding policy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification – Finance Officer



	Essential	Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level in maths and English at grades A*-C or equivalent 	<ul style="list-style-type: none"> • AAT or equivalent accounting and/or financial management qualifications • IRIS Financials and IMP Budget Planner experience 	Application Form Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding and practicing confidentiality • Experience of working with budgets • Experience working in a financial capacity • Experience of working with spreadsheets 	<ul style="list-style-type: none"> • Experience of working with IRIS Financial and IMP Budget Tool • Experience working within a school environment • Experience of working in the financial sector 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> • Accuracy and attention to detail • Excellent communication skills • Ability to manage time and prioritise tasks • Excellent IT skills • Excellent administration and organisational skills • Ability to prioritise and work to deadlines • Ability to work under pressure • Ability to work independently and with initiative • Willingness to undertake further training 	<ul style="list-style-type: none"> • Experience of processing payroll data. 	Application Form Interview
Personal Attributes	<ul style="list-style-type: none"> • Organised • Flexible • Enthusiastic • Team player • Self-motivated and show initiative • Excellent communication and interpersonal skills. • Resilient • Be reflective on own practice. • Have a desire to engage in own professional development. • Committed to upholding the Christian ethos of the Trust 		Application Form Interview