

JOB DESCRIPTION

Job Title/Post:	Finance Officer - Medway and Central Team
Responsible to:	Finance Business Partner
Tenure:	Full-time and Fixed Term (Two Years)
Hours per week:	37
Salary:	Grade B1 - Spine Points - (20-25) - NJC England and Wales or Grade 6 - Spine Points (18-20) – NJC Outer London
Location:	The post-holder will be required to spend time at the schools and in the central office as required to meet the needs of the schools, attend finance meetings and central wider team meetings, and as agreed with the line-manager

Financial Management:

Responsible, under the direction of the Finance Business Partner - Medway and Trusts Finance Leads, with due regard to the appropriate financial directions and finance handbook of the Trust.
Specifically,

Responsibilities:

Financial Processing:

- Regular processing of invoices in respect of two Medway schools and IPAT center.
- Liaising with suppliers and schools to ensure prompt payment and build strong relationships.
- Reconciliation of supplier statements and resolution of any issues arising from the reconciliations.
- Process BACS payment runs.
- Provide cover for purchase orders and goods receipts for all Medway schools.
- Provide cover for raising sales invoices for all Medway schools.
- Advise and assist budget holders with sourcing of goods and services, obtaining the requisite number of quotes and ensuring purchases represent value for money.

Financial Management and Compliance:

- Preparing the bank reconciliation for all Medway bank accounts on a monthly basis.
- Management of purchase cards, including monitoring spend, reconciliation of statements, entering transactions on the finance system.
- Provide cover for balance sheet control account reconciliations as required.
- Complete the month end financial procedures in line with the Trust's timetable.
- Assist the Medway Finance Business Partner in building the three year budget plan.

- Assist the Medway Finance Business Partner in preparation of monthly forecast out-turns.
- Processing trip transactions and reconciling trips on the finance system.
- Recording of arbor receipts to PSF
- Ensure that financial management and procedures within the schools comply with the requirements of the Academy Trust Handbook and with statutory accounting procedures.
- Maintain systems and procedures to ensure that financial transactions are recorded and reported accurately within the accounting system.
- Identify opportunities for raising additional funds for the schools by liaising with internal staff and with external grant funding bodies.

Record Keeping and Reporting:

- Assist with preparation of records for internal and external audits and ensure all records are prepared in advance of audits.

Other Duties:

- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Act in accordance with the equal opportunities policy and undertake the duties as required by corporate and directorate action plans.
- Such other duties may be commensurate with the grade and nature of the post.

Central Tasks:

- Provide cover as required across the network.
- Provide cover for the Financial Accountant.
- Process purchases, from purchase order, goods receipts and invoice on the finance system.
- Process payment of invoices on online banking and the finance system.
- Ensure all orders comply with the requirements of the Academy Trust's handbook and procurement policy, and value for money is obtained.
- Manage the Centre's inbox and reply to queries efficiently.
- Assist with effective administrative support and ad hoc projects for the Trust central team, Finance Lead as required.

1. Data Protection and Safeguarding

- a. Work within the requirements of data protection regulations at all times.
- b. Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns.
- c. Remain vigilant to ensure all students are protected from potential harm.

2. General

- d. Undertake any other duties commensurate within the grade and scope of the post as determined by the Finance Leads.
- e. Undertake CPD as required for the optimum performance of the duties of the role.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure.

Person Specification: Finance Officer

	Essential
Qualifications	<ul style="list-style-type: none">• Qualified to A level or equivalent• Right to work in the UK
Experience and Knowledge	<ul style="list-style-type: none">• Demonstrable financial administration experience• Highly computer literate, with significant experience of financial management and HR systems
Personal Qualities	<ul style="list-style-type: none">• Excellent attention to detail and a high level of accuracy• Professional integrity and resilience• Calm under pressure and able to manage conflicting priorities and maintain accuracy• Continually seeks improvements to improve the efficiency of working practises• A “can do” attitude and approach to work
Values	<ul style="list-style-type: none">• Personal vision is aligned with the Inspire Partnership’s high aspirations and expectations of self and others• Genuine passion and a belief in the potential of every pupil.• Motivation to continually improve standards and achieve excellence
Attributes	<ul style="list-style-type: none">• Committed to the Inspire Partnership Academy Trust vision and aims.• Committed to Equality and Diversity.• Committed to own continuing professional development.