Diocese of Ely

Agapé Courage Thankfulness

Job Description — Trust Finance Officer

Job Title

Trust Finance Officer

Contract

Full Time, 52 weeks per year (flexible/hybrid arrangements by agreement)

Salary

NJC SCP 23-25 (£34,434 - £36,363 FTE) depending upon skills, qualifications and experience

Reporting Line

Reports directly to the Trust Finance Manager

Core Working Relationships

Works closely with: Trust Finance Manager; CFOO; Headteachers; School Administrators; Office Managers; Budget Holders; Suppliers; External Auditors (as required); Internal Auditors (as required); Trust Partnership Team.

Purpose of the Role

The Finance Officer provides high-quality financial administration and transactional finance support across ACT Multi Academy Trust.

The postholder is responsible for the accurate and timely processing of financial transactions, maintaining financial records, supporting financial controls and providing excellent customer service to schools and suppliers.

This role directly supports the Trust Finance Manager by undertaking day-to-day transactional finance activities, enabling the Trust Finance Manager to focus on financial control, compliance, budget monitoring, financial reporting, training and strategic finance activities.

The role supports a growing Multi Academy Trust and contributes to the delivery of finance services across six schools including a traded services partnership arrangement.

The Finance Officer plays a key role in ensuring that the Trust's financial systems, records and processes remain accurate, compliant and audit-ready.

Core Responsibilities

1. Purchase Ledger Administration

- Process supplier invoices accurately and within agreed timescales.
- Match invoices to approved purchase orders and goods receipts.
- Monitor invoice approval workflows.
- Investigate and resolve supplier invoice queries.
- Reconcile supplier statements.
- Maintain supplier records and documentation.
- Support payment run preparation.
- Ensure compliance with Trust procurement procedures and financial regulations.

2. Sales Ledger & Income Administration

- Raise sales invoices as instructed.
- Maintain customer records.
- Monitor outstanding debts and assist with debt collection processes.
- Investigate and resolve customer account queries.

3. Bank Processing & Reconciliations

- Support monthly bank reconciliations.
- Investigate unreconciled transactions and discrepancies.
- Assist in maintaining cashbook records.
- Ensure financial records reconcile to bank statements.
- Support balance sheet reconciliations as directed.

4. Payroll Journals & Financial Processing

- Assist with staffing cost reconciliations.
- Maintain supporting documentation and audit trails.

- Support accurate financial coding and ledger maintenance.

5. Credit Cards & Expenses Administration

- Review supporting receipts and documentation.
- Monitor compliance with Trust procedures.
- Escalate anomalies or policy breaches promptly.

6. Month-End Support

- Support the Trust month-end timetable.
- Prepare reconciliation schedules and supporting information.
- Support the production of management information.
- Assist in maintaining month-end working papers.
- Ensure documentation is audit-ready.

7. Finance Inbox & Customer Service

- Assist in the management of the finance inbox.
- Respond promptly to finance queries.
- Provide professional support to schools, suppliers and stakeholders.
- Escalate complex issues to the Trust Finance Manager.
- Promote positive working relationships across the Trust.

8. School Support

- Support schools with routine finance queries.
- Assist schools in understanding Trust financial procedures.
- Provide guidance on purchase orders, coding and documentation requirements.
- Promote compliance with Trust financial regulations.
- Support the development of financial understanding within school administrative teams.
- Support the Trust Finance Manager in delivering finance guidance, training and development activities to school-based staff.

9. Financial Control & Compliance

- Maintain accurate financial records.
- Ensure supporting evidence is retained appropriately.
- Maintain complete audit trails.
- Support internal scrutiny and audit activity.

- Comply with the Academy Trust Handbook, Trust Financial Regulations and internal procedures.
- Support financial governance and effective stewardship of public funds.

10. Systems & Continuous Improvement

- Make effective use of Access Financials and associated systems.
- Support the implementation of process improvements.
- Identify opportunities to improve efficiency and accuracy.
- Contribute to the continuous development of the Trust's finance function.
- Promote consistency of financial processes across all schools.

11. Records Management & Audit Trail

- Maintain complete, accurate and timely financial records.
- Ensure supporting documentation is stored appropriately.
- Support GDPR and data retention requirements.
- Maintain documentation required for internal scrutiny, external audit and compliance reviews.
- Contribute to a strong culture of financial accountability and transparency.

Contribution to Trust Success

The Trust Finance Officer contributes directly to the Trust's financial sustainability by ensuring financial transactions are processed accurately, controls are maintained and schools receive responsive finance support. The role enables school leaders to focus on educational outcomes whilst maintaining strong financial stewardship of public funds.

Person Specification

Essential

- GCSE English and Mathematics (Grade 4/C or above).
- Experience working within a finance, accounting or administration environment.
- Experience of purchase ledger and/or sales ledger processing.
- Strong IT skills including Microsoft Excel.
- Excellent organisational and administrative skills.
- High attention to detail and accuracy.
- Ability to prioritise workloads and meet deadlines.
- Strong interpersonal and communication skills.

- Ability to work independently and as part of a team.
- Commitment to confidentiality and professional standards.

Desirable

- AAT qualification (or working towards).
- Experience within an academy, school or Multi Academy Trust.
- Experience of Access Financials.
- Experience of bank reconciliations and month-end processes.
- Understanding of financial regulations and internal controls.
- Experience of working with purchase order systems.

Role Evolution and Progression

ACT is committed to developing and investing in its people.

As the Trust continues to grow, the Finance Officer will have opportunities to develop knowledge, skills and professional qualifications, including progression into senior finance roles within the Trust.

The role offers exposure to all aspects of academy finance including financial processing, controls, compliance, reporting and school support, providing an excellent foundation for future career progression.

Salary progression will be linked to performance, achievement of objectives, professional development and contribution to the continued development of the Trust's finance function.