



Finance Assistant – Job Description and Person Specification

Job Title:	Finance Officer
Reporting to:	School Finance Partner, ODBST
Key relationships:	Contact and liaison with schools in ODBST as well as colleagues employed centrally in ODBST.

Job Purpose

To work in the Trust central Finance Team, carrying out a range of financial tasks including maintaining the Trust financial system. Working alongside the rest of the centralised finance team and school-based admin staff to ensure all financial transactions are processed appropriately.

Principal Accountabilities

1. Ensure provision of an excellent and effective finance support service to the central ODBST team and schools within the Trust
2. To support the central ODBST finance team to develop and improve standards and systems of work
3. To carry out other duties consistent with the role

Purchase Ledger Management

- Raise purchase orders and the associated goods received notes (GRNs) for central costs and trust-wide contracts ensuring correct coding of transactions
- Process purchase invoices and match to purchase orders/GRNs for transactions across the Trust
- Prepare and process weekly BACS payment runs for the central team and the schools, ad-hoc payments & refunds, ensuring appropriate authorisation in accordance with the Trust's financial policies
- Reconcile supplier statements and resolve any outstanding queries
- Undertake financial due diligence checks on potential new suppliers using information available in the public domain
- Set up account details for new suppliers, checking that the supplier information is complete and accurate and that the appropriate documentation and authorisation is in place
- Regular review of purchase commitments across the Trust



Sales Ledger and Credit Control

- Raise and issue sales invoices for the central Trust as required
- Match receipts to sales invoices
- Monitor outstanding balances and chase overdue payments
- Raise any issues in a timely manner

Bank reconciliations

- Post direct debit expenses, other bank transactions and credit card financial transactions into the accounts
- Carry out bank reconciliations and credit card reconciliations for the central Trust and the schools

General

- Respond to telephone/Teams calls and emails into the Finance Helpdesk, escalating calls when appropriate and ensuring responses are provided in a timely manner
- Circulate appropriate email updates to relevant stakeholders as required
- Organise meetings and take minutes at meetings as required
- Assist with the year end audit process, liaising with the external auditors
- Follow ODBST/Academy Trust Handbook procedures as appropriate
- Contribute to the development and improvement of financial processes across the centralised finance team
- Be an active team member supporting colleagues within the team and the schools to complete ad hoc tasks to meet deadlines as required

Contact with others

Internal

- The post holder is accountable on a day-to-day basis to one of the School Finance Partners of ODBST and will work as part of the Trust central finance team.
- The Shared Services Team (central Trust)
- Admin staff in the schools

External

- The Trust's external auditors and internal auditors

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBST to regularly review job descriptions to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any



changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • 5 GCSE's including Maths or English or equivalent • AAT or equivalent qualification (or commitment to work towards) 	✓	✓
Technical and Applied Skills:		
<ul style="list-style-type: none"> • Proven IT skills, competent and confident in using Microsoft Office • Proficient user of Excel • Strong numerical, written and verbal communication skills 	✓ ✓ ✓	
Experience:		
<ul style="list-style-type: none"> • Experience operating financial systems • Previous relevant experience in a finance role, especially in purchase ledger management • Evidence of an ability to work effectively with a range of different colleagues around the Trust and with external parties as required • Evidence of relevant Continuing Professional Development • Knowledge of maintaining internal controls • Knowledge of academy financial rules and regulations • Experience of accounting software such as iplicit • Experience of budget planning software such as IMP 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Personal Attributes:		
<ul style="list-style-type: none"> • A positive outlook with the energy, drive, enthusiasm and determination to succeed • Must be proactive and receptive to new ideas • Ability to work as a supportive member of a small team, acting flexibly to support colleagues at pressure points • Excellent attention to detail • Strong organisation skills with ability to prioritise, work efficiently under pressure and meet challenging deadlines • Effective communicator, both verbal and written • Ability to work within the values of ODBST • Flexible and willing to learn new skills • Ability to work independently • Self-motivated and a good time manager • Be a team player • Driving licence and use of own car or have access to alternative means of transport to visit schools, etc 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

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