

Job description

Post Title:	Finance Officer
School:	Central Team based at Teignmouth Community School
Working Hours:	up to hours 37 per week / 52 weeks per year. <i>Working pattern to be confirmed</i>
Salary Grade:	Scale 4 £26,824 pa FTE
Contract Type:	Temporary until Easter 2027
Responsible to:	Head of Finance

Key purpose of the job:

To provide high-quality financial administration and support to our schools / the Trust, ensuring the accurate processing and recording of financial transactions and helping maintain robust financial controls. The Finance Officer will contribute to the effective management of the school's resources, supporting the delivery of outstanding education through excellent financial practice.

Main duties:

Financial processing

- Process financial transactions, journals and adjustments to support monthly and year-end accounting activities.
- Process purchase requisitions, purchase orders and supplier invoices in a timely manner to facilitate payment runs and maintain supplier relationships.
- Maintain accurate financial records within the accounting system, ensuring compliance with internal controls, financial regulations and audit requirements.
- Assist in the preparation of financial information, reports and supporting documentation as required.

Income and banking

- Raise sales invoices and monitor outstanding balances.
- Process income received from parents, lettings, grants and other sources.
- Maintain accurate debtor records and support debt recovery activities where required.



Budget support

- Assist budget holders with financial information and expenditure monitoring.
- Produce routine financial reports as requested.
- Assist with budget preparation and forecasting activities.

Reconciliations and reporting

- Support the team with regular bank and control account reconciliations.
- Assist with investigating and resolving discrepancies in a timely manner.
- Maintain spreadsheet/financial records and management information reports.
- Support audit requirements and provide documentation as required.

Procurement and compliance

- Ensure compliance with school/trust financial regulations and procurement procedures.
- Support with obtaining quotations and support purchasing activities.
- Maintain supplier records and contracts database where applicable.
- Promote value for money across all purchasing activities.

Other

- Build and maintain positive working relationships with colleagues, suppliers and other stakeholders through professional and effective communication.
- Respond to finance-related enquiries from staff, parents, suppliers and external agencies.
- Maintain confidentiality, and security of financial information.
- Organise and prioritise workload to ensure deadlines and service standards are consistently achieved.
- Identify opportunities to improve financial processes, controls and ways of working, contributing to the continuous improvement of the finance function.
- Demonstrate a flexible and adaptable approach in response to changing organisational priorities and business needs.
- Promote and uphold the organisation's commitment to equality, diversity and inclusion.
- Maintain the highest standards of integrity, professionalism, accountability and confidentiality in all aspects of the role.
- Undertake any other duties appropriate to the level of the post as reasonably required.

Expected outcomes:

- Financial transactions are processed accurately, efficiently and in accordance with financial regulations and internal procedures.



- Supplier invoices and payments are processed within agreed timescales, maintaining positive supplier relationships.
- Purchase orders, invoices and income records are maintained with a high degree of accuracy.
- Budget holders receive timely and reliable financial information to support effective decision-making.
- Bank, supplier and control account reconciliations are completed accurately and on time.
- Financial records are audit-ready and fully compliant with statutory and trust/school requirements.
- Queries from staff, suppliers, and other stakeholders are resolved and within agreed service standards.
- Opportunities to improve processes, controls and efficiencies are identified and implemented where appropriate.

Support Team:

- To support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required

Other duties:

- To follow the Trust ICT policy for the safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the Trust and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Head of Finance.



Being Ivy. Our values:



Being Ivy. Every day, through our behaviours we bring our values to life:

Courage

Be bold
Take changes

Seize opportunities
Take ownership

Compassion

Listen to learn
Be kind to self

Be kind to others
Take care of the world around you

Collaboration

Stronger together
Support others

Many schools, one Trust
#TeamIvy

Commitment

Work hard
Give it everything
Be consistent

Be accountable

This list of duties is not intended to be an exhaustive list; the duties may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

Person specification

Role requirements:	Essential	Desirable	How assessed
Qualifications:			
Level of education equivalent to 4 passes at GCSE (levels 4+/A-C)/ including Maths and English or demonstrable relevant experience	√		Application Form
Hold an AAT qualification or equivalent vocational experience.		√	Application Form
Knowledge and experience:			
Experience processing invoices, payments and financial transactions.	√		Application Form; Interview



Role requirements:	Essential	Desirable	How assessed
Experience using financial systems and Microsoft Office applications, particularly Excel.	√		Application Form; Interview
Experience working in a customer focused environment	√		Application Form; Interview
Experience working within a regulated, public sector, charity or not-for-profit environment.		√	Interview
Experience of using computerised accounting systems / and or Enterprise Resource Planning (ERP -systems)		√	Application Form; Interview
Skills and abilities:			
A methodical approach to problem solving	√		Application Form; Interview;
Be proficient in Microsoft Office applications, with intermediate Excel skills, and the ability to work confidently with financial data / reports.	√		Application Form; Interview;
Excellent numerical accuracy and attention to detail.	√		Application Form; Interview
Able to communicate effectively (verbally and in writing) with customers and colleagues.	√		Application Form; Interview
Able to display an awareness, understanding and commitment to the protection and safeguarding of children	√		Application Form; Interview
Ability to build and maintain good working relationships at all levels.	√		Application Form; Interview
Able to work effectively independently and as part of a team,	√		Application Form; Interview;
The ability to organise and prioritise work effectively to meet deadlines.	√		Application Form; Interview;

This is a description of the role as it is now. We periodically examine job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed.

At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks. Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, and enclosed spaces within the curtilage of buildings, and Trust vehicles.

