

The Rise Partnership Trust - Job Description

TITLE:	Finance Officer
REPORTING TO:	Assistant to the Head of Finance
WORKING TIME:	Full time – Monday to Fri 36 hours per week (term time plus 3 weeks)
SALARY/GRADE:	GLPC Pay Scale (SC4-5 based on experience and qualifications)

Core Purpose

Under the guidance of the Assistant to the Head of Finance, to be responsible for undertaking financial processes within the school.

Key Responsibilities

- To action all matters relating to Accounts Payable, Accounts Receivables and General Ledger. This includes processing, paying and reconciling invoices, statements, account and delivery queries across the Trust.
- To carry out all aspects of finance including banking and reconciliations, including credit card reconciliations and VAT reimbursement submission and claims.
- To actively participate in ensuring procedures are adhered to before, during, and at Year End for a financial year, including the posting of journals and yearend adjustments.
- To liaise with budget holders as and when required to ensure effective financial management and adherence RPT financial processes
- Accurate recording, review and reconciliation of all income and expenditure processing
- Make claims for funds promptly and efficiently
- Weekly/Monthly bank reconciliations and reconcile control accounts
- To deal with all financial matters relating to school meals, school trips and extended provision
- To ensure best value is sought and consideration is given to achieving economies of scale for the Trust.
- Assist with the generation of income for the Trust.
- To support the Assistant to the Head of Finance in preparing and maintaining financial and contractual documentation, including the contracts register.
- Assist and maintain Trust intercompany recharging, administration and processing
- To maintain and analyse information for contractual management, including working with suppliers to ensure effective contract performance and associated payments.
- To identify, investigate, contribute to or submit applications for additional funding (revenue or capital) for the school or RPT, working with the Finance Team as appropriate.
- To maintain the school fixed asset register.
- To submit and follow up with any insurance claims
- Undertake with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the CEO, CFOO or other senior staff
- Assist the Finance Team in streamlining the Trust's financial procedures, processes, policies and performance expectations across all three schools

- Ensure robust financial policies are in place for the Trust and across the schools including writing and updating relevant policies and the Trust’s financial procedures handbook as required
- Work collaboratively with the Finance team to build joint effectiveness, resilience, knowledge and efficiency
- To prepare information for the external audit and extended assurance inspections as directed by Assistant to head of Finance.
- To ensure schools are compliant in meeting all regulations and processes for internal and external audits and inspections.
- To produce trip income and expenditure reconciliation statements.
- Responsible for safekeeping and banking.
- To actively participate in ensuring compliance with FMGS (financial Management and governance self-assessment), DfE Academies Financial Handbook, Trust Financial procedures manual, Year End and departmental procedures are adhered to.

Other

- Supporting RPT vision, mission and ethos, encouraging and ensuring staff and pupils follow this example, including representing the school in a professional and positive light at all times and to all stakeholders
- Be fully compliant with the school’s safeguarding policy and KCSiE; promoting best practice at all times
- To demonstrate commitment to safeguarding and to participate in an Induction process as well
- Identify and action any personal training needs for yourself and the IT Team to ensure best practice is upheld at all times
- Working with positivity and a ‘can do’ approach
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

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.

I agree to undertake the duties listed above.

Name Date:

Signed

Person specification

Attributes	Essential	Desirable	Assessed
Education & Qualifications			
Appropriate academic qualifications, including GCSE (or equivalent) in a English and maths.	x		A I
Relevant business, financial qualification.		x	A I
Working knowledge of Finance policies and procedures.	x		A I
Experience			
Successful experience of administrative work in a busy environment.	x		A I
Experience of finance in schools.		x	A I
Working knowledge of School Based IT systems.	x		A I
Evidence of excellent organization, communication and management of teams.		x	A I
Experience of working with confidentiality and positivity.	x		A I
Knowledge and Skills			
Good understanding of, financial management systems.	x		A I
Understand procedures and legislation relating to confidentiality.	x		A I
Understanding of GDPR.	x		A I
Ability to effectively evaluate own performance.	x		A I
Evidence of good IT skills.	x		A I
Excellent communicator to a variety of audiences, both verbally and in writing.	x		A I
The ability to establish effective working relationships.	x		A I
The ability to undertake rigorous conversations where required to secure high standards.	x		A I
Strong knowledge and understanding of Safeguarding and child protection.	x		A I
Personal Qualities			
A commitment to raising achievement, attainment and aspirations of all students.	x		A I
A 'can do', resilient attitude.	x		A I



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The ability to prioritise, organise workloads and meet deadlines.	x		A I
The ability to work effectively under pressure and effectively use time to ensure systems are in place to address key issues as they arise.	x		A I
Supportive of the Trust's and schools ethos and policies.	x		A I
Evidence of commitment to personal professional development; identifying own training needs etc.	x		A I