



## **SOUTHEND EAST COMMUNITY ACADEMY TRUST**

### **Finance Officer Job Description**

**Post Title:** Finance Officer

**Salary:** Level 7

**Hours:** Full Time: 37 hours per week; 52 weeks per year

**Responsible to:** Finance Manager

#### **Main purpose of the job**

- To provide financial services and support to the MAT within seven different locations as part of a centralised financial function.
- To assist with the provision of professional management and leadership of financial services for a medium sized Multi Academy Trust with a £20m budget.
- To support with promoting best practice and ensuring compliance with the financial processes and procedures for 350 staff members providing services for over 3,500 pupils across the Trust

#### **Operational Responsibilities**

- To support the Finance Manager as directed
- To assist the Finance Manager with budgeting and end of year reporting
- To complete and process orders and requisitions, assisting staff with queries about suppliers and prices, as and when required
- To ensure best value is achieved for every purchase made, procuring deals for the MAT where appropriate
- To receive, review and collate all invoices along with delivery notes, relevant purchase order ready for entry, ensuring prior authorisation of budget holder has been obtained from each location.
- To monitor income and expenditure for each school within the trust as directed by the Finance Manager.
- To enter invoices and expenditure onto the MAT finance system (currently PSF) for each school within the MAT ensuring accurate data entry to correct school.
- Ensure timely payment of invoices is made within the terms of the invoice.
- Prepare BACS payment files for processing and upload on to the secure commercial online banking system
- To update and maintain forecasted budget plan in liaison with the school Headteachers and Finance Director
- To check invoices to be added to the asset register for items over agreed value and update the relevant finance system with accurate details accordingly in line with the financial regulations
- Ensure timely banking is taking place within the schools where appropriate, communicating regularly with each location and entering income on to the finance system.



- To maintain accurate records of accounts ensuring effective financial controls are exercised with approved authorisation as per the Financial Regulations
- To generate reports as and when required by the Schools and MAT
- To prepare the VAT return attaching with supporting documentation for the Finance Manager's sign off ready for submission to HMRC
- To complete monthly reconciliations for each location, bank reconciliation, charge card (entering authorised expenditure and reconciling to monthly statement) and VAT reconciliation.
- To complete monthly salary reconciliation to reports provided by the Payroll Provider, entering accurate data on to PSF and reconciling to the BACS total. Check salary variations for each location.
- To undertake accurate filing of all financial records in a timely and organised manor, ensuring easy access for Auditors and Finance Staff. ensuring six years plus the current year are easily identified and accessible.
- To prepare monthly schedules of accruals for each location for the preparation of monthly management accounts
- To prepare relevant schedules for year end in readiness for the annual external audit
- To assist with the annual external audit and internal audit and answer any queries the auditors may have.
- To support School Office Team Leaders / SHS Finance with finance system enquires and provide training where required and maintain regular and supportive communication regarding financial matters.
- To abide by the Academy Financial Regulations and Academy Trust Handbook

### **General**

- To be responsible for safeguarding and promoting the welfare of children and young people for whom the post holder is responsible, or comes into contact with
- To assist staff with their enquiries and deal with routine telephone calls as required
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- To deal with all finance related correspondence promptly as required
- To ensure that all MAT policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the MAT's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the MAT's Data Protection Policy and practices and reporting to the DPO any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the MAT
- To participate in the performance management structure of the MAT as directed.



The duties above are neither exclusive or exhaustive and the post holder may be required by the CEO, to carry out appropriate duties within the context of the job, skills and grade at any site within the MAT.

Date..... Signed..... (Post holder)

Date..... Signed..... (Line Manager)



## Finance Officer Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs including English and Maths</li> <li>• High level of literacy and numeracy</li> <li>• Ownership and commitment to continuous learning and development</li> <li>• Finance or Booking qualification/AAT Level 3/4</li> </ul>	<ul style="list-style-type: none"> <li>• Higher or further education</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of Microsoft Office including Excel</li> <li>• Experience of working within finance in an administrative role</li> <li>• Experience of cash handling and banking</li> <li>• Experience of education systems e.g. SIMS, FMS/PSF</li> <li>• Purchase ledger experience</li> <li>• Experience of data processing</li> </ul>	
<b>Skills &amp; Ability</b>	<ul style="list-style-type: none"> <li>• Ability to work as a member of the team, actively promote teamwork and lead by example</li> <li>• Ability to work to tight deadlines</li> <li>• Possess excellent communication skills (verbal &amp; written)</li> <li>• Strong report-writing skills</li> <li>• Ability to work individually or as an effective team member to meet the finance team's objectives.</li> <li>• Experience of successfully managing own workload and prioritising tasks</li> <li>• Attention to detail and accuracy</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to high quality service delivery and customer service</li><li>• Able to maintain confidentiality in all circumstances</li><li>• Proactive approach to work: being responsive, empathetic and supportive to all within the MAT</li><li>• Have a flexible approach to enable an efficient and responsive service at all times</li><li>• Hard working and enthusiastic, presenting a professional manner at all times</li><li>• Self-motivated</li><li>• Possess a sense of humour</li></ul>
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