

Job description

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| Job title: Trust Finance Officer (tier2) | Status: Permanent |
| Team: Central services (COO) | Reports to: Trust Head of Finance & Procurement |
| | Direct reports: |
| Department: Finance | Departmental budget holder: N |

Position context:

Our purpose: To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Position purpose: The Finance Officer is a member of the Trust Finance Team with responsibility to oversee the Trust and academies financial resources in order to achieve annual budget and investment objectives. The role holder is responsible for ensuring the Trust finance policies, practices and application are followed and correctly reported against.

Finance Officers work closely with the Head of Finance and Procurement to produce monthly management accounts and accurate forecasts

The Finance Officer is responsible for the day-to-day management of Trust financial transactions at Secondary School level (tier 2).

Position accountabilities:

| Accountability | Key activities |
|----------------|---|
| Strategy | <ul style="list-style-type: none"> Is aware of and understands the ELAT Vision, Mission and Values Can clearly describe how the Finance function supports the vision, mission and values |
| Planning | <ul style="list-style-type: none"> Monitors financial activity to ensure budgetary and reporting requirements are met, raising any concerns with the Head of Finance. Work with Trust Finance Team colleagues to ensure effective distribution of activity. Looks for opportunities to 'cross train' improving wider team skills and competence. |

| Accountability | Key activities |
|--|--|
| Delivery | <ul style="list-style-type: none"> • To ensure that financial transactions are processed in accordance with Trust Financial regulations • To deliver accurate management accounts and forecast plans on a monthly basis (tier 2) • Update internal systems with financial data • To assist with or take the lead bank statements reconciliation monthly • Participate in financial audits, providing data and resources as required • Carrying out and ensuring all inputted financial information is accurate (tier 2) • Provide information to stakeholders, recommending action as appropriate (tier 2) • Liaise with Head of Finance and Procurement to assist with annual budget preparation (tier 2) • To ensure prompt and accurate payments to suppliers • Work with Central Service colleagues, providing guidance and advice concerning the ordering of goods and supply of services • Contribute to the 'value for money' mind-set ensuring optimum use of financial resources • Build trusted relationships with all school stakeholders and deliver exemplary customer service (tier 2) |
| People Management / Organisational Development | <ul style="list-style-type: none"> • To fully take part in the Trust's performance management system • To ensure annual CPD is undertaken |
| Information Management and Reporting | <ul style="list-style-type: none"> • To use computerised management information systems and/or paper based filing systems to enter, record and retrieve financial data, supply information in response to requests and make reports and returns required by a variety of different sources. • Support colleagues and the Head of Finance and Procurement in producing and updating monthly Management Accounts (tier 2 secondary) |
| Data Protection | <ul style="list-style-type: none"> • Maintain the retention of staff and financial data in compliance with the 2018 (GDPR) Data Protection Act. • All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes. |

| Accountability | Key activities |
|-------------------|--|
| Health and Safety | <ul style="list-style-type: none"> Hold personal responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public. |
| Good Citizenship | <ul style="list-style-type: none"> Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such |

Key Stakeholders:

Internal:

Trust / Secondary school Budget Holders & SLT

Central Services Colleagues

External:

Suppliers

Contractors

Knowledge, skill and experience requirements

Essential:

- AAT part qualified (or higher or qualified by experience)
- Relevant experience of working in a multi-disciplinary finance function
- Ability to organise workload, prioritise tasks and meet deadlines
- Ability to work independently and also support the work of the team
- Ability to be flexible and respond effectively to the "unexpected"
- Awareness of sensitive information and the need for confidentiality
- Experience of Financial software packages and other computerised information management systems
- Experience in Management Account and Bank Reconciliation

Desirable:

- Experience of PSF software products
- Experience of finance in a Secondary school environment
- Experience of Procurement
- Willingness and motivation to develop own skills
- Advanced user of Microsoft Office packages



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Key behaviours:

- Demonstrate and role model Trust values which are:
 - *Passion*
 - *Respect*
 - *Inclusion*
 - *Challenge*
 - *Openness*