



# Cygnus Academies Trust

**Job Title:** Finance Officer – Kent Scheme – Grade 5 or 6

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**School:** Cygnus Academies Trust – Shared Services

**Grade:** Kent Scheme – Grade 5 or 6 (depending on experience)

**Responsible to:** Finance Manager, Shared Services

**Purpose of the Job:**

The Trust is looking to recruit a suitably experienced Finance Officer to work as part of the shared services finance team. The team is responsible for; the robust operation of the Trust's financial procedures, adhering to the policies as outlined by the Trust and DfE; ensuring that resources are deployed effectively and efficiently, supporting the Trust's aims and the long-term financial sustainability; and delivering a professional, efficient and effective finance service to the schools within the Trust as part of our shared services.

The post holder will provide support to the Finance Manager and CFO in all aspects of financial management.

Applicants will have previous experience in a finance role and should have a working knowledge of primary school finance and budgetary management.

**Key duties and responsibilities:**

Financial operations

1. Ensure accurate records are kept of all financial transactions.
2. Process orders, accounts receivable and accounts payable.
3. Carry out monthly bank reconciliations.
4. Process regular payment runs via BACS.
5. Reconcile cashless payment systems and monthly income.
6. Post journals, cash book entries, accruals and prepayments.

Returns and auditing

1. In conjunction with the Finance Manager and CFO prepare DfE returns, VAT claims and other statutory returns.
2. Prepare monthly balance sheet reconciliations.
3. Support the Finance Manager in maintaining the Trust's fixed asset register.
4. Comply with all requests from the external and internal auditors and facilitate with all audit requirements.

Other responsibilities

1. Plan own personal and professional development.
  2. Undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary.
  3. Monitor accounting procedures and support other colleagues within the Trust, as required, to work within the Trust finance policies and procedures.
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## Person Specification: Finance Officer – Kent Scheme – Grade 5 or 6

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The following table outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet each of these criteria.

<b>QUALIFICATIONS</b>	Relevant finance and/or accounting qualifications.	Desirable
<b>EXPERIENCE</b>	Experience of previously working in a related finance role. Experience of previously working in a school environment.	Essential Desirable
<b>SKILLS AND ABILITIES</b>	Ability to plan and develop finance systems. Ability to prioritise own workload effectively. Ability to relate well to children and adults in the school environment. Effective IT skills to include Microsoft Excel, Outlook and Word. Excellent communication skills. Good organisational skills. Methodical with good attention to detail.	Desirable Essential Essential Essential Desirable Desirable Desirable
<b>KNOWLEDGE</b>	Knowledge of relevant polices/codes of practice and awareness of relevant legislation. Experience of using Iris financial/PSF Financial/Invoice Matcher/IMP Planner	Desirable  Desirable