



THE GOLDEN THREAD ALLIANCE

JOB DESCRIPTION

JOB TITLE:	Senior Finance Officer
RESPONSIBLE TO:	Deputy Chief Financial Officer
LOCATION:	Gravesham Hub at Culverstone Green Primary School
SALARY GRADE:	KR9
HOURS:	37 hours per week, 52 weeks per year

PURPOSE OF THE POST

To support the Deputy Chief Financial Officer in maintaining a high standard of business and financial administration support centrally, and to each school within The Golden Thread Alliance. To promote best practice and ensure compliance with the financial processes and procedures, set out in the policies of The Golden Thread Alliance and the Academy Trust Handbook.

MAIN DUTIES

- Line management of Finance Officer.
- Assist with the implementation of The Trust's financial procedures and systems in line with the Academy Trust Handbook.
- Assist with the production of monthly management accounts and produce timely, accurate and appropriate reports and financial forecasts for The Golden Thread Alliance.
- Oversee the monthly payroll reconciliation, checking for accuracy and ensuring compliance with the Trust Pay Policy.
- Process payroll journals on accounting system and maintain salary records required for audit.
- Maintain records of central team recharges and process relevant journals to ensure that the central budget and individual school budgets are up to date at all times.
- Maintain records of all contracts and subscriptions held centrally, and across all schools within The Golden Thread Alliance.
- Assist with preparing the annual budgets and undertaking financial planning.
- Assist with the design and implementation of the school's financial procedures and systems.
- Input and amend data on The Golden Thread Alliance's accounting system.
- Authorise overtime claims for staff within The Golden Thread Alliance, ensuring accuracy and deadlines met at all times.

- Produce a range of financial information and data when required.
- Responsible for adherence to financial regulations and audit requirements and advising on the application of these.
- Monitor and oversee in house catering accounts in conjunction with the Catering Manager
- Assist with day-to-day finance operations as and when required.

OTHER DUTIES

- Undertake all duties as required, that are consistent with the objectives and/or duties of the post.
- Support your colleagues and the Deputy Chief Financial Officer when required.
- Undertake specific projects or temporary duties as required from time to time.
- Attend and participate in relevant meetings when required.

PERSONAL RESPONSIBILITIES

- Carry out the duties and responsibilities of the post, in accordance with the School’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Promote the safeguarding of children.
- Take care for their own and other people’s Health & Safety.
- Use initiative in time management to organise own workload to meet deadlines.
- Contribute to the overall ethos, work and aims of The Golden Thread Alliance.
- Undertake training and professional development as appropriate.
- Undertake other duties appropriate to the post that may reasonably be required.
- Be aware of and follow policy on confidentiality.
- Create and maintain good working relationships among all members of the school community.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. ***This job description may be subject to amendment or modification at any time in consultation with the post holder.***

Signed: Date:

Employee

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

- Excellent financial management and financial planning skills.
- Line management experience.
- Ability to deal with staff enquiries in a professional manner.
- Ability to work across all sites within The Golden Thread Alliance, ideally with own transport.
- A calm manner to deal with all situations.
- Excellent communication and interpersonal skills, both written and verbal.
- Good working knowledge of Microsoft Office.
- Ability to use own initiative and also work with colleagues as part of a team, to be flexible, adaptable and able to multi-task.
- Accounting qualification – minimum AAT Level 4.
- Understanding of GDPR and Data Protection Act 2018.
- Understand the need for confidentiality.
- Ability to work under pressure and meet deadlines.
- Experience of working in a school environment and knowledge of school financial management.