**Job Description**

**TENTERDEN SCHOOLS TRUST**

**ASSOCIATE STAFF – GENERIC**

**STAFF NAME:**

**POST TITLE: SENIOR FINANCE OFFICER**

|  |
| --- |
| **1 - JOB PURPOSE AND ACCOUNTABILITY** |

1.1 Supporting the CFOO with month end

1.2 Preparation of monthly reports to budget holders

1.3 Support the monthly Payroll and produce monthly reports

1.4 Prepare first cut monthly accounts for schools with month-end adjustments.

1.5 Your immediate responsibility is to:

1. The Chief Finance and Operations Officer

2. All staff are ultimately responsible to the CEO.

|  |
| --- |
| **2 - GENERIC – ASSOCIATE STAFF** |

2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week’s work and work for the coming week.

2.2 All staff are expected to adhere to the Trust’s principles and policies which underpin good practice and the raising of standards.

2.3 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.

2.4 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.

2.5 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.

2.6 To support the learning process and good administrative practices in the school.

2.7 To respond to the requests of teaching staff.

2.8 To support other associate staff by covering their duties if they are absent from work

2.9 To carry out other duties as may be reasonably required by the CEO from time to time.

|  |
| --- |
| **3 - GENERAL – APPRAISAL PROCESS** |

3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.

3.2 Review targets may include:

* + An empirical target to ensure that progress is measured accurately and effectively
  + A target based on the Trust Improvement Plan
  + A target which will encourage personal and professional development

|  |
| --- |
| **4 - SPECIFIC DUTIES – SENIOR FINANCE OFFICER** |

4.1 Support CFOO by preparing month end including bank reconciliation and other finance control accounts

4.2 Oversee and support the processing of school invoices, purchase orders, statements and direct debits, by the Finance Officer.

4.3 Work with the CFOO to prepare for internal and external auditors

4.4 Process financial transactions using the Trust accountancy software, ensuring that correct financial controls are followed

4.5 Responsibility for the Trust’s control accounts i.e. payroll control, aged debtor and creditor reports, bank and VAT reconciliations

4.6 To oversee weekly Bacs runs

4.7 To oversee day to day processes in the Finance Office

4.8 To assist the CFOO with any other financial aspects

**Note** The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.