



The Dover Federation

For The Arts Multi Academy Trust

"As a family of schools, the Trust works collaboratively to celebrate and nurture the uniqueness of all pupils. Through outstanding leadership, pastoral care, academic challenge and inspirational teaching, all children are enabled to flourish, succeed and make a positive contribution to the communities they serve, creating strong citizens now and for the future".

Job Description

Post title:	Finance Officer
Primary location:	Trust Main Offices
Reporting to:	Finance Director
Liaising with:	Finance team, teaching and support staff, external agencies.
Responsibilities:	<ul style="list-style-type: none">• Provide first line support to the Finance Assistants.• Provide support and assistance to the Finance Director.• Assist with the implementation and ongoing progress of the Trust's financial procedures and systems.• Assist with the preparation of the draft annual budget and financial plans.• Maintain the Trust's accounting systems.• Assist with the monitoring of monthly income and expenditure, advising on the reason for an implication of variances and any recommendations.• Maintain credit card control account and ensure appropriate use of the Trust's bank accounts.• Process purchase and sales ledger requirements ensuring correct financial control is applied.• Reconcile balance sheet items including accruals/prepayments schedule.• Deal with VAT returns and liabilities.• Provide budget holders with regular reports.• Maintain Trust contracts register.• Responsible for adherence to financial regulations and audit requirements.
Salary/grade:	Salary: Kent Range 6 (£20,585 - £22,469).
Working time:	Full-time contract (37 hours per week). All year round.

- Competencies:** To exhibit and promote the following:
- Attention to detail and accuracy
 - Consistent and timely communication
 - Initiative
 - Confidence
 - Flexibility
 - Creating trust
 - Developing potential
 - Respect for others
 - Team working
 - Understanding others
 - Challenge and support
 - Drive for improvement
 - Impact and influence
- Quality assurance:**
- To help to implement and adhere to Trust quality procedures.
 - To monitor and evaluate Trust business procedures, including evaluation against quality standards and performance criteria.
 - To seek/implement modification and improvement where required.
 - To review methods and programmes of work when required.
 - To take part, as may be required, in the review, development and management of activities relating to your area of employment.
- Management information:**
- To assist in the completion and submission of Financial statutory reporting procedures
 - To maintain appropriate records and to provide relevant accurate and up-to-date information as required.
- Management of resources:**
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
 - To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of whole Trust.
- Staff development:**
- To take part in the Trust staff development programme by participating in further training and professional development.
 - To engage actively in the Performance Management Review process and to continue personal development in the relevant areas
 - To ensure the effective/efficient deployment of resources.
 - To work as a member of a designated team and to contribute positively to effective working relationships within the Trust.
- Welfare of children:**
- To have responsibility and commitment for safeguarding and promoting the welfare of children and young people that you are responsible for or come into contact with and to inform the DSL of any safeguarding issues that may arise.
- Other specific duties:**
- Undertake such duties as may from time to time be reasonably assigned by the Chief Executive Officer operating within the provision of the Pay and Conditions of Employment.
 - To play a full part in the life of the Trust community, to support its distinctive mission and to encourage staff and students to follow this example.
 - To promote actively the corporate policies and show loyalty to the Trust.
 - To undertake general first aid training if required.
 - To comply with all Health and Safety policies and undertake risk assessments as appropriate.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate it may be subject to change or modification at any time after consultation.

Signed: Date:

Person Specification

Attributes tested by Application, Interview, Task and References Qualifications and Experience	Essential E Desirable D
Experience of working within a Multi Academy Trust or Academy	D
Business management experience	D
Knowledge or experience in monitoring budgets and other finance processes	E
Experience of using data and spreadsheets to produce results	E
Experience of managing workload, and supervising others, to meet conflicting demands and deadlines	E
Experience of using a range of applications within Office 365 including Word, Excel, Outlook, PowerPoint and Teams	E
Experience of developing, enhancing and maintaining appropriate processes/systems within an office environment	D
Ability to work effectively to and with a range of stakeholders	E
Experience of line management or supervision of colleagues	D
Skilled in understanding and manipulating numerical and statistical data	D
Skilled in the use of ICT systems	E
Excellent standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E
Excellent numeracy skills	E
Educated to Level 3 Diploma or an equivalent professional qualification in: <ul style="list-style-type: none"> ▪ Finance ▪ Accountancy ▪ Business Or other discipline that aligns with job role	E
Minimum GCSE Maths & English Grades A* -C or equivalent.	E
Attributes tested by Application, Interview, Task and References Skills and Abilities	Essential E Desirable D
Strong listener and able to communicate in a clear and concise manner both on the telephone, in writing and face to face and effectively convey information at an appropriate level.	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E

Other Attributes	Essential E Desirable D
Proactive, flexible and adaptable.	E
Punctual and conscientious.	E
Prepared to challenge non-compliance.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Able to drive and travel across the region and, from time to time nationally. May need to stay out overnight on occasion.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the Trust's ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all	E
Exemplary levels of integrity	E