

Job Description

Job Title:	Senior Finance Officer
Reports to:	Trust Finance Manager
Line Manages:	Finance Officers
Works closely with:	School Business Manager, School and MAT based colleagues
Grade/Salary:	Grade 7: £23,102 - £27,163pa
Hours:	Full Year, full time (37 hours per week)

Overall Job Purpose

Supervise the finance processing of a growing multi-academy trust, ensuring the effective and efficient delivery of a professional finance function.

Support the Trust Finance Manager (TFM) in providing an accessible and efficient purchasing and accounting function to schools and colleagues within the Trust.

Main Duties and Responsibilities:

- Line Manage the team of Finance Officers providing purchasing services to schools and colleagues within the Trust.
- Oversee rotas and schedules of work for the team to ensure all-year-round coverage of request and payment processing within the requirements of the Trust's Finance Regulations Manual.
- Oversee the processing of BACS and Faster Payment runs and provide first review and authorisation for payment.
- Review, authorise and process requests for sales invoices to be raised, ensuring appropriate coding of the income in accordance with reporting requirements.
- Review requests for new suppliers to be established on the purchasing system in accordance with the Trust's Finance Regulations manual and act as the gate keeper for new account setup.
- Ensure that the register of contracts is maintained with up to date information.
- Review requests for new trip accounts and act as gate keeper for new account setup on the accounting and online payment systems.
- Oversee production of month end prepayment schedules for authorisation by School Business Managers and Senior Trust Managers and once approved process to the system in line with month end timetables.
- Undertake consolidation and review of credit card reconciliations and supporting paperwork in compliance with Trust Finance Regulations Manual.
- Assist the TFM with accurate accounting for VAT and compiling of VAT returns.

- Assist the TFM with cash flow monitoring and forecasting.
- To deputise for the TFM in where appropriate.
- Provide training and support to Budget Holders across the trust in the use of finance systems and procedures.
- To interact regularly with School Business Managers to ensure compliance with process and effective management of budgets.
- Assist with the preparation of final accounts for the Trust.
- Liaison with internal and external auditors during visits.
- Play a leading role by example in supporting compliance with Trust policies and procedures.
- Engage in relevant Continuing Professional Development. The Trust would be keen to support the post holder in relevant professional study, such as AAT.
- Any other reasonable duties commensurate with the level for the post, which may be required from time to time.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

PERSON SPECIFICATION

	Essential	Desirable/ An Advantage
Qualifications	Education to at least A level or equivalent with a minimum of Grade C in GCSE English and Maths	Possession of, or working towards, a finance qualification such as AAT or ACCA
Experience	Experience of financial management in a medium sized to large organisation. Experience of day to day supervision of staff and delegation of tasks Experience of electronic financial accounting system(s) for: financial reporting; procurement and receiving payments.	Line management experience
Training	Evidence of Continuing Professional Development	
Knowledge and Skills	Able to use a range of standard ICT packages to a high standard (Excel; Word; Outlook)	Advanced use of Excel Experience of PS Financials
Attributes and Qualities	Highly developed interpersonal skills Ability to work independently and under own initiative when required Excellent organisational, planning and prioritisation skills Willingness to constructively analyse the work of self and others in order to refine and improve systems and procedures Ability to work under pressure and meet deadlines	