

Grove Park Academies

JOB DESCRIPTION

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| **Title of Post** | Finance Officer |
| **Accountable to** | Trust Business Manager |
| **Working Hours** | 35 hours per week, permanent (Monday – Friday) |
| **Salary** | **KR5** (Actual salary: £19,335 - £20,483) |
| **Location** | Primarily based at Grove Park Primary School but will be expected to travel between the Trust’s sites as and when required. |
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This is a permanent position based on a six months probationary period

**Job Purpose:**

* Assist to maintain the effective and efficient management and operation of the Trust’s finance, accounting and budgeting systems and controls in accordance with the Academies Financial Handbook, Trust policies and best practice.
* Provide a full range of financial and administrative support to the Trust Business Manager and the Trust to ensure the development, implementation and maintenance of financial initiatives and systems.

**Key Duties and Responsibilities:**

**Financial Duties**

1. Maintain the Trust’s accounting systems ensuring information held is accurate and relevant and undertaken in accordance with statutory guidelines and the Trust’s financial policies.
2. Assist with the design and implementation of the school’s financial procedures and systems.
3. Assist with the preparation of budgets and financial plans.
4. Assist staff in sourcing suitable products using best value principles.
5. Process requisitions/orders/payments/invoices against the correct budgets including online/journals in an accurate, timely and relevant manner ensuring best value is obtained for the provision of goods and services and that relevant audit trails exist.
6. Prepare information regarding dinner numbers on a daily basis for the Trust so that relevant service provision is undertaken within agreed timescale. Transfer information from registers onto the Trust’s cashless system, notifying parents of any debt owing and chasing the debt until resolved. Ensuring weekly reconciliation of number of dinners against income received resolving any discrepancy.
7. Receive, check and distribute orders, as and when required.
8. Raise invoices (e.g. lettings), as and when required, and chase any debts owing until resolved.
9. Ensure that any aged debtors and creditors are resolved within agreed timescales.
10. Undertake detailed monitoring of monthly income/expenditure, advising on the reason for any variation, its implication and any recommendation(s).
11. Assist with the preparation of monthly management accounts and forecasts of income and expenditure.
12. Prepare payments ready for BACs ensuring correct financial controls are applied.
13. Responsible for reconciling the Trust’s bank accounts and the financial management system and resolving any discrepancies.
14. Responsible for managing and reconciling the Trust’s cash collection systems (e.g. catering) ensuring the system is up to date and accurate and undertake all associated financial transactions.
15. Responsible for ensuring that money collected regarding any activity is counted, recorded, bagged, secured and posted into the financial management system whilst awaiting banking in accordance with the Trust’s policy and reviewing cash held against insurance limits.
16. Provide relevant financial reports for different audiences, as and when required.
17. Responsible for the administration of lettings ensuring procedures are undertaken in accordance with the Trust’s policy, all relevant documentation is held regarding applications, insurance, risk assessments, DBS checks (where relevant) etc. and raise appropriate invoices for use of the Trust’s facilities ensuring that the Trust does not operate with a financial loss.
18. Responsible for the financial administration of school trips ensuring parental contribution(s) have been received, chasing any debts and making payments accordingly, where required.
19. Undertake administrative duties (e.g. emergency back-up regarding reception cover, filing, photocopying, document preparation) in accordance with GDPR, where relevant.
20. Constructively take part in meetings/briefings, supervision, conferences and other events designed to improve communication and effective development of the post and post holder.

**General Duties and Responsibilities**

* Help promote positive behaviour, ethos and values as per the Trust.
* Demonstrate commitment to Equal Opportunities to all children and adults within the Trust.
* Work with colleagues in ensuring efficient and responsible use of resources and equipment.
* Accept joint responsibility with others, who work within the Trust, for the general appearances of the building’s interior appearance, including general tidiness and displays.
* Understand and follow all statutory and Trust policies.
* Work together collaboratively and professionally, being diplomatic and tactful.
* Conduct internal and external communication in a polite and respectful manner.
* Be a good role model in speaking and listening, using correct grammar.
* Proactive stance with own CPD to maintain and develop service provision ensuring best practice.

**Grove Park Academies** are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. It may be amended at any time, with your agreement, to reflect or anticipate changes in the job. This job description will be reviewed annually or when necessary.

**Declaration**

As an employee of Grove Park Academies, I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times; making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant information.

As part of the risk by association legislation I will inform my line manager immediately if anyone in my household has been cautioned or convicted of a sexual assault or violent offence; my own children are subjected to a court order; or if I have been disqualified from private fostering.

Signed: ……………………………………………………………. Date: ……………………………………….

Signed: ……………………………………………………………. Date: ……………………………………….

Céranne Litton (Executive Headteacher)