



Job Description

Job title:	Finance Officer
Reports to:	Senior Finance Officer
Works closely with:	Trust Finance Manager, School Business Managers and budget holders across the Trust
Grade/Salary:	Endeavour MAT Grade 6 (£21,478 – £24,110pa) Actual pro-rata salary £12,285 - £13,790pa depending on experience
Hours:	25 hours per week, Monday to Friday, 39 weeks per year (38 weeks school term time and five Inset days)

Overall Job Purpose:

To work as part of the Central Finance Team in the provision of financial support across the Trust. Reporting to the Senior Finance Officer, carry out day-to-day finance, procurement and accounting functions in accordance with the Trust's Finance Regulations Manual.

Main Duties and Responsibilities:

- Participate in 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 including Purchase Order conversion and issuing to suppliers.
- Process purchase requests requiring use of corporate credit cards on behalf of budget holders from across the Trust.
- Proactively notify schools of deliveries to be expected and follow up with Budget Holders to ensure Goods Receipting is undertaken in a timely fashion.
- Undertake routine "housekeeping" checks on a rota basis to review outstanding Purchase Orders; Goods Receipting and other pending document types.
- Process purchase invoices for authorisation.
- Post nominal receipts for trips and related activities managed in ParentPay.
- Prepare BACS and Faster Payment runs; compiling all information required to support the audit trail and enable review and authorisation.
- Contact new suppliers to obtain independent verification of bank details to be used for Faster Payment/ BACS.

- Compile month end prepayment and accruals schedules as part of month end procedures.
- Provide support to Budget Holders across the trust in the use of finance systems and procedures.
- Play a leading role by example in supporting compliance with Trust policies and procedures.
- 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	Educated to at least A level or equivalent with a minimum of Grade C in GCSE English and Maths	
Experience	Experience of working in a finance administration role Experience of electronic financial accounting system(s).	Experience of PS Financials
Knowledge and Skills	Able to use a range of standard ICT packages to a high standard (Excel; Word; Outlook)	Use of PS Financials
Attributes and Qualities	Interpersonal skills 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 Excellent attention to detail	

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.

All offers of employment are subject to an Enhanced DBS check.