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**Fulston Manor Academies Trust**

**post: Trust Finance Officer**

**Reports to: Trust Finance Manager**

**Responsible to: Trust HR & Business Director**

**Hours: To Be Confirmed minimum 21 to a maximum of 37 hours per week.**

**The role can be offered on either a year round basis or term time plus 4 weeks, two weeks of which must be worked in the summer holidays.**

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**Details of the Post:**

**Job Purpose:**

To work within the Trust Business Team being responsible for the robust management of the Trust’s finances, ensuring that resources are deployed effectively and efficiently to support the Trust’s aims and the long-term sustainability of the budget.

To provide support to the Trust HR and Business Director, Trust Finance Manager, Heads of School, Board of Trustees and Local Governing Body on all financial matters

**Budget Preparation and Monitoring**

* Monitor the Trust’s budgets to ensure the efficient and effective control of income and expenditure, complying with the Trust’s financial regulations and public procurement regulations
* In conjunction with the Trust Finance Manager and wider Trust Business team plan and prepare annual draft budgets and termly finance reports for Fulston Manor School, Fulston Manor Academies Trust and South Avenue Primary School for approval by Executive Headteacher and Governing Bodies.

**Operational Management**

* Ensure accurate records are kept of all financial transactions that meet statutory retention guidelines
* Responsible for Trust’s monthly bank reconciliations, prepare monthly direct debit payment runs and monthly payroll journals
* Oversee the operation of the Trust’s cashless payment system (WisePay & ParentPay) and the reconciliation of monthly income.
* Authorise all invoices for Trust ensuring a valid purchase order has been supplied, nominal posting etc. are correct.
* Undertake Intra-company reconciliations on a monthly basis
* Reconciling all card payments, including school credit card, and processing through accounting system in readiness for bank reconciliation

**Returns and Auditing**

* Assist the Trust Finance Manager to prepare annual DfE returns and VAT returns in accordance with, DfE, ESFA and HMRC, within statutory deadlines
* Assisting the Trust Finance Manager with the preparation of schedules regarding end of year accounts
* Maintain Trust’s Fixed Asset Register and ensure capital additions are coded to appropriate nominals. Depreciate fixed assets according to the Finance Policy and enter depreciation onto accounting software
* Prepare and maintain monthly Fund Accounting reconciliations for year end Audit.

**Other Responsibilities**

* Develop professional expertise to maintain an in-depth understanding of own specialisms to enable the development of new knowledge and understanding within each aspect of the responsibility
* Monitoring accounting procedures and providing assistance to colleagues within the Trust, as required, to work within the Trust Finance policies.
* Undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Trust HR and Business Director

**Additional**

**Person Specification**

AAT Level 3 or similar accounting qualification

Experience of working in a finance role

Experience in an education setting would be an advantage

Ability to cope with interruptions

The ability to remain calm under pressure and handle a wide range of situations

Be a strong team player

Be adaptable and be flexible, with a ‘can-do’ attitude

Ability to work on own initiative and prioritise

Excellent attention to details

Good working knowledge of Microsoft packages

Experience of using PS Financials, ParentPay and WisePay would be an advantage although training will be provided