



Job Description

JOB TITLE	Finance Officer
JOB FAMILY	Thinking Financial
SALARY GRADE	Pay Group 3
REPORTING TO	Finance Manager

Job Purpose

1. The post holder will undertake responsibilities as a member of the Central Finance team to provide efficient and effective financial support required to meet the Trust's core financial responsibilities. They will be responsible for ensuring the day-to-day processes are managed in an accurate and timely manner.
2. The duties set out in the job description are common to all elements of financial administration and to ensure familiarity with all aspects you will be directed to rotate through the different areas as part of your duties.

Duties and Responsibilities

Financial Management

- To provide high quality financial administrative support to the Trust's Central Finance Team under the direction of the Finance Manager.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Input standard information into the Trust's financial system, IRIS Financials, in accordance with financial procedures.
- Process purchase orders for appropriate equipment and materials accurately with agreed authorisation and timescales and submit to suppliers/budget holders.
- Process goods received notes on the Trust's finance system against appropriate orders, checking for accuracy against quantity delivered and liaising with members of the school office team to confirm goods receipt or resolve any discrepancies.
- Open post, stamp, date and distribute accordingly whilst bringing to the attention of the Finance Manager any items of importance.



- Process invoices within the terms stated by the supplier. Ensuring the invoices are checked against purchase order and goods received notes, ensuring appropriate authorisation and payment in accordance with the agreed procedures and timescales.
- Record invoices received without a purchase order, acquire both confirmation and approval that goods are received, and that the value is approved. Work with Finance Business Partners to challenge the buyers on the use of Purchase Orders where appropriate.
- Ensure the accuracy of all postings, through checking of inputs, and monthly review of accounts.
- Maintain an accurate and up to date Current Commitment list, reviewing this monthly.
- Deal with queries from suppliers, customers, Academies and other parties as is necessary, in a professional and efficient manner.
- Prepare paylists for authorisation to process payments by BACS (or cheque in extreme circumstances) following the correct authorisation process.
- Raise sales invoices as required, including but not limited to all lettings invoices.
- Send remittance advice, sales receipts and other necessary communications to suppliers/customers in a timely manner.
- Complete select month end journals/ reconciliation tasks beyond AP & AR, including, but not limited to: advanced bank reconciliations, internal recharges, VAT returns, prepayments, credit cards, and accruals.
- Ad-Hoc payroll reconciliation.
- Maintain a detailed record of all non-invoiced income and expenditure, including grants, and school trip money, using IRIS Financials.
- Receipt monies brought into the finance department and process for weekly banking.
- Assist with weekly banking of all monies.
- Process petty cash payments and keep appropriate records.
- Process credit card purchases and payments.
- Provide financial administration for lettings and account for all monies received.
- Maintain filing of financial information including scanning of invoices and associated documents and attaching to transactions within IRIS Financials.



- Aid in the processing/ month end processes of subsidiaries of TSAT/ external clients where applicable.
 - Support in collecting petty cash from schools and sites and drop items to the bank as needed.

Other Duties

- Contribute to the Trust's culture and development by:
 - Ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
 - Attend finance meetings where requested;
 - Supporting the Finance Manager in their plans to rotate duties to ensure each member of the team is able to undertake any duties and that delegation of duties is clearly implemented.
- Share good financial practice across the Trust and designated academies.
- Participate in appropriate induction programmes to support new staff into finance and provide excellent support for those members of staff who are new to a Trust/Academy environment.
- Provide cover to management of the finance mailbox, including the distribution of incoming messages, bookings, and assisting with queries.

Generic Duties relevant to all members of staff

Within the Trust, there are certain generic duties which are an expectation for all staff to adhere to and these include the following:

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims.

Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following



the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

- Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead/ Headteacher.

Health and Safety

- Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Data Protection

- The Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

Sustainability

- The Trust is committed to improving sustainability, therefore where possible the reduction of paper use is encouraged.
- The Trust also encourages employees to make sustainable decisions to support our aim to improve sustainability.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust.
- Actively participate in the Trust Professional Growth cycle.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of the Trust.
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community.
- Respect individual differences and cultural diversity and work in line with the Dignity at Work framework.

The post holder will be required to comply with organisation's policies and procedures.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the position.

I understand and agree to the job description of Finance Officer.

Name:

Signed:

Date: