

# Job Description



Job title	<b>Trust Finance Officer</b>	Contract	<b>Permanent</b>
Department	<b>Central Services (COO)</b>	Reports to	<b>Trust Head of Finance &amp; Procurement</b>

## Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

## Your role

The Finance Officer is a member of the Trust Finance Team with responsibility to oversee the Trust and academies financial resources, in order to achieve annual budget and investment objectives. The role holder is responsible for ensuring the Trust finance policies, practices and application are followed and correctly reported against.

Finance Officers work closely with the Head of Finance and Procurement to produce monthly management accounts and accurate forecasts

The Finance Officer is responsible for the day-to-day management of Trust financial transactions at Secondary School level.

## Person specification

AAT part qualified (or higher or qualified by experience)	Essential
Relevant experience of working in a multi-disciplinary finance function	Essential
Experienced in producing Management accounts, performing bank reconciliations and double entry bookkeeping, year end journals	Essential
Ability to organise workload, prioritise tasks and meet deadlines	Essential
Ability to work independently and support the work of the team	Essential
Ability to be flexible and respond effectively to the “unexpected”	Essential
Awareness of sensitive information and the need for confidentiality	Essential
Experience of Financial software packages and other computerised information management systems	Essential

Experience of PSF software products	Desirable
Experience of finance in a school environment	Desirable
Experience of Procurement	Desirable
Willingness and motivation to develop own skills	Desirable
Advanced user of Microsoft Office packages	Desirable

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>■ Is aware of and understands the ELAT Vision, Mission and Values</li> <li>■ Can clearly describe how the Finance function supports the vision, mission and values</li> </ul>
Planning	<ul style="list-style-type: none"> <li>■ Monitors financial activity to ensure budgetary and reporting requirements are met, raising any concerns with the Head of Finance.</li> <li>■ Work with Trust Finance Team colleagues to ensure effective distribution of activity.</li> <li>■ Looks for opportunities to 'cross train' improving wider team skills and competence.</li> </ul>
Delivery	<ul style="list-style-type: none"> <li>■ To ensure that financial transactions are processed in accordance with Trust Financial regulations</li> <li>■ Update internal systems with financial data</li> <li>■ Ensure all entries and data are accurate</li> <li>■ To deliver accurate management accounts with forecast, monthly</li> <li>■ Complete monthly bank statement reconciliation</li> <li>■ Participate in financial audits, providing data and resources as required</li> <li>■ Provide information to stakeholders, recommending action as appropriate</li> <li>■ Liaise with Head of Finance and Procurement to assist with annual budget preparation</li> <li>■ Complete year end processes and journals.</li> <li>■ To ensure prompt and accurate payments to suppliers</li> <li>■ Work with Central Service colleagues, providing guidance and advice on Trust financial matters to Trust employees</li> <li>■ Contribute to the 'value for money' mind-set ensuring optimum use of financial resources</li> <li>■ Build trusted relationships with all school stakeholders and deliver exemplary customer service</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>■ To fully take part in the trust's performance management system.</li> <li>■ Take part in CPD activities, as necessary.</li> </ul>

Information Management and Reporting	<ul style="list-style-type: none"> <li>■ To use computerised management information systems and/or paper based filing systems to enter, record and retrieve financial data, supply information in response to requests and make reports and returns required by a variety of different sources.</li> <li>■ Support colleagues and the Head of Finance and Procurement in producing and updating monthly Management Accounts</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>■ Maintain the retention of staff and financial data in compliance with the 2018 (GDPR) Data Protection Act.</li> <li>■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>■ Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.</li> </ul>

Key Stakeholders	Trust / School HT's, Budget Holders & SLT, Central Services Colleagues, Suppliers, Contractors
Trust Values	Passion, Respect, Inclusion, Challenge, Openness