

## **FINANCE OFFICER**

The Sir John Brunner Foundation Centre (Northwich)

Grade 7

SCP18 – SCP 23

Job Description & Person Specification

### **Job Description**

#### **Reporting to**

Finance Transactions Team Manager

#### **Purpose of the role**

The Finance Officer is responsible for supporting the Finance Transactions Team Manager in delivering effective and efficient financial support across the Foundation. The Finance Officer works as part of a collaborative team processing financial transactions, maintaining accurate financial records and supporting the delivery of high-quality finance services. The role includes travel to academies in Cheshire, currently including Macclesfield, Middlewich and Northwich

#### **Main responsibilities**

##### **Financial Transactions Processing**

1. Process accounts payable transactions, including raising purchase orders, processing purchase invoices, expense claims and supplier payments, ensuring accuracy, completeness and compliance with financial policies and procedures.
2. Accounts receivable activities, including raising invoices, processing income receipts, customer account reconciliations and credit control.
3. Process other financial transactions and journals, including but not limited to trips and visits processing, catering and transport arrangements.
4. Maintain accurate records of financial transactions and ensure proper documentation and filing for audit purposes.

## **Reconciliation & Reporting**

1. Conduct bank reconciliations, petty cash reconciliations, and other financial reconciliations as required, identifying and resolving discrepancies in a timely manner.
2. Assist in the preparation of financial reports, statements and analysis to support budget monitoring, forecasting and decision-making processes.
3. Provide support in the preparation of financial data and reports for internal and external stakeholders, including management, auditors, and regulators.

## **Financial Administration & Support**

1. Assist in the maintenance of finance systems and databases, ensuring data integrity and accuracy in financial records.
2. Respond to queries from academy staff, budget holders, and other stakeholders, providing helpful and timely assistance.
3. Assist in the preparation of financial documentation, such as purchase orders, contracts, and grant applications, in accordance with Foundation policies and procedures.

## **Compliance and Control**

1. Ensure compliance with financial regulations, accounting standards and internal controls in all financial activities and transactions.
2. Assist in the implementation and monitoring of financial policies, procedures, and controls to safeguard assets and prevent fraud.
3. Support internal and external audit processes by providing documentation, explanations, and assistance as required.

## **Continuous Improvement**

1. Identify opportunities to streamline finance processes, improve efficiency and enhance service delivery within the shared services function.
2. Proactively contribute ideas and suggestions for process improvements, system enhancements and best practices.

## **Other**

1. Putting children and young people at the centre of everything the Foundation does and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
A levels	✓	
AAT/Finance related qualifications	✓	
Evidence of relevant and sustained CPD		✓
<b>Experience</b>		
Experience in a Finance Assistant or Officer role		✓
Experience of working in a Finance Shared Service, preferably in a Multi Academy Trust setting	✓	
Experience in education setting	✓	
Working across multi-site organisations.	✓	
<b>Knowledge &amp; Skills</b>		
Knowledge of Finance processes, policies and regulations		✓
Computer literacy, strong excel skills and familiarity with Finance Software (e.g. PS Financials)		✓
Strong numerical and analytical skills, with attention to detail and accuracy in financial processing and reporting		✓
Strong communication and interpersonal skills, with the ability to work collaboratively within a team environment		✓
<b>Attributes</b>		
Ability to interact effectively with a range of stakeholders		✓
Highly organised, with the ability to plan and prioritise multiple tasks and deadlines		✓
Ability to work in fast paced environment, with excellent attention to detail.		✓
Committed to deliver exceptional standards in all areas		✓
Professionalism, integrity and ability to maintain confidentiality		✓
Willing and able to travel to different sites within the Foundation from time to time.		✓
Commitment to promoting diversity and inclusion in the workplace		✓