

MANOR HALL ACADEMY TRUST				
Job No.	Post Title	Grade	JE Pts	Date
S130	Finance Officer	Grade 7	220 Hay	April 2008

Statement of Purpose

The Finance Officer will be part of a team providing a consistent and synchronised financial service to the Academies which are part of the Manor Hall Academy Trust. The Finance Officer will support the finance function of the Trust and assist with the effective operation of the accounting system, procedures and administration. The post holder will promote the highest standards of business ethos within the finance and administrative function.

Support Financial Management

- Management and efficient operation of the school's accounting function according to the Trust's finance policy and procedures, and in line with the requirements of the Academies Financial Handbook published by the Education and Skills Funding Agency.
- Monitor accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the school; the operation and regular reconciliation of bank accounts; and preparation of invoices, collection of fees and other dues, and recovery of bad debts.
- To contribute to and manage the month-end / year-end processes for academies and report the progression/completion to the Trust Finance Manager/CFO
- To monitor the payroll process and reconcile payroll records/journals each month
- Support academies with regular visits providing advice and guidance on finance policy and procedures.
- Provide financial management information to and directly advise the SLT.
- To be involved in projects that relate to finance: support with effective purchasing and the procurement of products and services, obtaining quotes, advising staff of best value.
- Assist with the preparation for Internal Audit and provide any information requested by the auditor.
- Assist with the preparation of final accounts for External audit
- Assist and update the budget planning software, giving advice to academies where necessary
- To act as a peri-office manager to cover the finance and administration duties for any long-term absences in academies.

Support for Financial Administration

- Undertake all the schools accounting systems:
- Ordering, processing and payment of all goods and services.
- To issue and authorise invoices to outside agencies.
- Posting and monthly reconciliation of all grant income, ensuring grants are allocated accordingly
- Preparation of invoices.
- Process Direct debits and journals
- Post cashbook journals
- Check nominal coding
- Recovery of bad debts, sales invoices and bounced cheques in relation to all school accounts.

- Manage the weekly supplier BACs run for the Trust and carry out relevant checks prior to approval at the bank
- Carry out monthly reconciliations of the bank accounts and multipay accounts and report any issues to the Trust Finance Manager/CFO.
- Monitor closely all financial records.
- Liaise with Trust Central Team, Academies, outside agencies and companies.
- Monitor, record and reconcile monies for all income streams and ensure accounts balance, ensuring documentation is completed and submitted.
- Assist in the vetting of new supplier process and adding to the finance software
- Help manage the school lettings arrangements.

Line Management

- May have line management and training responsibility for a finance assistant.
- May take part in Performance Management, including acting as a Team Leader.

Support General Administration

- Undertake general clerical duties as and when necessary.

Support to Academies (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Trust's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Finance Officer
Level 3**

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Several years experience working in an office environment at a senior level. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • AAT intermediate, NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline. 	I
Knowledge/Skills <ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Very good ICT skills. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Ability to relate well to children and to adults. • Methodical with good attention to detail. • Excellent communication skills. • Good organisation skills. • Ability to prioritise effectively. • Good presentational skills. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***