



**Job Title:** Finance Officer

**Responsible to:** CFO

**Working pattern:** 37 hours a week (all year round)

**Grade:** Scale 5 (£29,789 to £32,315 per annum)

**Statement of Purpose:**

To provide finance and administrative support to the CFO & Trust

**Main responsibilities:**

- The monthly recording and reconciliation of grant income from the ESFA
- To review, manage and adhere to all grant terms and conditions, giving advice where needed and to arrange necessary paperwork
- The maintenance of accurate grant analysis spreadsheets for age 16-19, Bursary, Pupil Premium, Catch Up Premium and any other grants
- To record and reconcile trust bank accounts and review unreconciled bank transactions
- To prepare and post accruals and prepayments journals for central purchases, complete reconciliations and ensure back up paperwork is sufficient
- To provide financial information reports from the finance system for central budget holders on request
- To complete intercompany reconciliations monthly
- To oversee the Trust fixed asset register and post monthly depreciation journal
- To post monthly salary journals
- To manage the authorisation process of payment runs
- To reconcile the Trust procurement card statements

**Trust Level Responsibilities:**

- To monitor KPI summaries and assist preparation of the management accounts for the Trust Governing Board
- To support to the Finance teams and School Business Managers
- To develop and provide training, how to guides and policies for school finance teams
- To arrange monthly team meetings with schools' Finance teams to promote team working and create networking opportunities.
- To monitor and contribute to Trusts' school finance forum
- To maintain a timetable of financial deadlines for the Trust and to ensure that the schools achieve these deadlines through monitoring and mentoring

- To support schools in preparation of 3-year balanced budgets
- To prepare a consolidated 3-year budget for the Trust
- To work with schools to provide timely cashflow information to prepare the Trust's consolidated cashflow statements monthly
- To work with schools to ensure all monthly and annual reconciliations of the balance sheet accounts are completed
- To prepare monthly budget monitoring reports with variance analysis for CFO's review
- To promote standardising financial reporting within the Trust
- To become a superuser of financial systems
- To oversee payroll queries and liaise with the payroll provider when necessary
- To provide information to auditors upon request
- To support preparation of ESFA reports and submissions
- To create, develop, and maintain a checklist for your role
- To keep accurate data and financial records for all income and expenditure
- To work within the parameters of the financial procedures and systems of the Trust
- To proactively implement the Trust's financial procedures manual
- To assist in financial year end procedure as directed by the CFO
- To assist with month end procedures, reconciliations and posting of journals as required

**Other:**

- To develop an understanding of Academy policies and procedures, complying with their contents, and raising concerns in a timely manner
- To actively support good communication practices within your work and promote and maintain good teamwork
- To identify personal training needs and participate in training and performance development whenever required
- To be aware of, support and ensure equal opportunities for all
- To contribute to the overall ethos/work/aims of the Trust
- To attend and participate in relevant meetings as required
- To undertake any other duties appropriate to the grade of the post.
- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people
- To undertake any duties reasonably directed by the Chief Financial Officer and Chief Executive Officer

This is not an exclusive or exhaustive list but indicates the type of role and expectations to be placed upon the position.