Job description

1.0 JOB TITLE  Finance Officer

2.0 JOB PURPOSE

- To be responsible for the efficient and effective day-to-day processing operations to record Trust fund and main Trust budget financial transactions and assist with budgetary control and monitoring.
- To support the Chief Financial Officer as directed

3.0 DUTIES AND RESPONSIBILITIES:

- To assist the Chief Financial Officer with budgeting and year-end reporting
- To raise and process purchase orders.
- To check delivery notes and distribute stock as appropriate.
- To enter invoices and expenditure onto the MAT finance system (currently PSF) for the MAT ensuring accurate data entry.
- To ensure timely payment of invoices is made within the terms of the invoice.
- To prepare BACS payment files for processing and upload on to the secure commercial online banking system.
- To raise BACS and cheque payments.
- To check supplier statements and follow up outstanding balances as required.
- To complete monthly reconciliations for each location, bank reconciliation, charge card (entering authorised expenditure and reconciling to monthly statement) and VAT reconciliation.
- To complete monthly salary reconciliation to reports provided by the Payroll Provider, entering accurate data on to PSF and reconciling to the DD total. Check salary variations for each location.
- To prepare the VAT return attaching with supporting documentation for Chief Financial Officer’s sign off ready for submission to HMRC.
- To ensure “Best Value” in all financial matters, seeking best value from suppliers, advising staff on approved suppliers.
- To maintain and analyse data to provide an oversight and monitoring of expenditure.
- To support the Chief Financial Officer with the monthly management accounts including accruals and prepayments.
- To provide budget holders with analysis of expenditure.
- To process financial journals as required.
- To ensure all Income and Expenditure is recorded correctly.
- To ensure consistency and proper use of cost centres and ledger codes across the whole MAT for both budgeting and expenditure purposes including monitoring of potential under/overspends.
- To understand and analyse financial data.
- To assist the Chief Financial Officer in the operational running of the MAT’s financial systems.
- To assist with internal and external audits.
- To manage the Fixed Asset Register including processing of new equipment/assets, depreciation, write offs, termly checks ensuring assets are correctly recorded and are accurate in the accounts.
- To liaise with the local authority finance when required.
- To raise and monitor all sales invoices and post all income/receipts across the MAT at the same time as overseeing credit control procedures.
• To abide by the Academy Financial Regulations and Academies Financial Handbook
• To support School Office Managers with finance system enquiries and provide training where required and maintain regular and supportive communication with regard to financial matters.
• Other financial tasks as required.

4.0 Other administrative duties for the Executive Core Team

• Produce original and complex correspondence against a broad framework provided by the MAT central team i.e. reports, agendas, minutes, circulars, memoranda and disseminates such appropriate information to staff, Trustees etc as required.
• Supply information for a specific purpose, identifying and accessing relevant data
• Assist with implementing Trust Policies and ensure staff are advised, in order to comply with legislation and “Good Practice”.
• Carry out risk assessments to ensure effective identification of potential workplace hazards.
• To provide a full clerical and administrative support as required.

5.0 OTHER DUTIES AND RESPONSIBILITIES

• To plan own work to ensure the meeting of defined objectives.
• Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
• To ensure all tasks are carried out with due regard to Health and Safety
• To undertake appropriate professional development including adhering to the principle of professional growth.
• To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies
• Contribute to the overall ethos/work/aims of the Trust
• Any other duties as commensurate within the grade in order to ensure the smooth running of the MAT.
• To assist in the merging of new schools into the MAT’s procedure’s.

The above list is indicative and not exhaustive. The Finance Officer is expected to carry out all such additional duties as are reasonably commensurate with the role.

I agree that this job description conveys an accurate description of this job. This job description is not exhaustive and subject to review by the Chief Financial Officer in consultation with the post holder as appropriate to the changing needs of the MAT or anticipates changes in the job commensurate with the grade and job title. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed .................................................. Date ........................................
On behalf of Excelsior Multi Academy Trust
Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.
## Person Specification

### Method of Assessment (MOA)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential (E) and Desirable (D)</th>
<th>MOA</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>GCSE English &amp; Maths (Grade C or above). (E)</td>
<td>AF/I</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
<td>Willingness to undertake any CPD as advised by the manager. (E)</td>
<td>AF/I</td>
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<td></td>
<td>Accounting qualification (ACCA, ACA, CIMA, Accounting Technician or similar). (D)</td>
<td>AF/I</td>
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<td><strong>Experience</strong></td>
<td>Experience of the operation of financial controls and processes (purchasing and income related) (E)</td>
<td>AF/I</td>
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<td>Relevant work and other experience</td>
<td>A minimum of 12 months’ experience working in a school. (D)</td>
<td>AF/I</td>
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<td>A self-starter able to work using own initiative. (D)</td>
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<td></td>
<td>Experience of financial administration, including accruals &amp; prepayments, reconciliations, raising purchase orders, preparing invoices for payment, liaising with suppliers. (E)</td>
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<td>Understanding of Management accounts. (E)</td>
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<td>Understanding of School budget and finances. (D)</td>
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<td>Able to work to important deadlines. (E)</td>
<td>AF/I</td>
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<td><strong>Skills &amp; Ability</strong></td>
<td>Excellent communication skills. (E)</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>Excellent numerical and IT skills. (E)</td>
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<td>Good level of analytical skills and the ability to process detailed financial data. (E)</td>
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<td>Competent in the use of Excel and Word. (E)</td>
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<td>Outstanding organisational skills. (E)</td>
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<td>Ability to manage and work to conflicting deadlines. (E)</td>
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<td>Training</td>
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<td>Microsoft office (word &amp; excel) training.</td>
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<td>Finance systems experience (preferably PS Financials).</td>
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<td>Student records system experience (preferably Arbor).</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.