




Job Description



JOB TITLE: FINANCE OFFICER	REPORTS TO: Finance Manager
GRADE: 4 – 5** **Progression or appointment to Grade 5 will be dependent on experience/qualification and supporting the Finance Manager with a greater range of finance tasks.	
1.	MAIN PURPOSE OF JOB To provide an efficient and effective finance support service in support of the Trust's operations under the guidance and direction of the Finance Manager.
2.	SUPERVISION / MANAGEMENT OF PEOPLE Supervising temporary staff e.g. on the job training or checking work for quality and quantity. Direct: - None
3.	CORE RESPONSIBILITIES, TASKS & DUTIES: <ul style="list-style-type: none">- To be responsible for specific finance activities and to monitor and develop existing processes and procedures.- Sort and distribute finance post.- Process and gain approval for invoices, including verification of compliance against contracts. Ensuring deadlines are met for weekly and monthly targets.- Ensure accuracy of figures and budget codes within finance software before uploading invoices for all MAT schools.- Resolving queries.- Purchasing through financial software and creation of new accounts for suppliers, verifying bank details.- Creation of sales invoices as and when required for all schools in MAT.- Provide support and advice to schools within MAT.- Supporting Finance Manager with a range of tasks including bank reconciliation, payment run, VAT return and AdHoc tasks.- Collect, bank, balance and maintain accounts for monies. Manage a budget area.- To answer incoming telephone calls, respond to requests for information and disseminate accurate messages.- Liaise with teaching departments and support with budget monitoring, purchasing and requests for information.

4.	CREATIVITY & INNOVATION <ul style="list-style-type: none"> - Subject to supervision, established procedures, practices and routines. - Required to use own initiative to manage his/her own workload and deal with a range of issues as they arise. - Creation of internal documentation. - Ability to give advice and seek information from line management and school business managers within MAT schools.
5.	CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> - Dealing with issues requiring diplomacy and tact to resolve. - Daily contact with staff, pupils, parents, Governors. - Contact with external stakeholders such as suppliers, contractors.
6.	DECISIONS – DISCRETION & CONSEQUENCIES <ul style="list-style-type: none"> - Management of personal day to day workload. - Problem solving, giving advice and seeking information. - Working without close supervision but subject to established procedures, practices and routines. - Judgement when providing solutions to problems. - Use discretion when responding to enquiries ensuring no breach of confidentiality. - Make modifications and adjustments to practices. - Ensure that the administration which the jobholder undertakes has a positive impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and parents. - Consequences may include monthly monitoring reports are incorrect for schools within MAT if information is not accurate. - Direct impact on MAT audits and accounts.
7.	RESOURCES – FINANCIAL & EQUIPMENT <ul style="list-style-type: none"> - Use of normal office equipment. - Responsible for the accurate handling and security of small sums of cash and cheques.
8.	WORK ENVIRONMENT – WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS & WORK CONTEXT <ul style="list-style-type: none"> - Required to work consistently in line with the strict deadlines set by the CFO/Finance Manager. - The role is largely office bound but sometimes involves moving around the school premises and at times visits to other schools. - Working in a normal office environment. - There may be a risk of abuse from some pupils/parents and a risk from contagious illness
9.	KNOWLEDGE & SKILLS <ul style="list-style-type: none"> - Computer literacy, numerate, experience within an office / finance environment. - A good understanding of administrative work procedures and working within an office / finance environment - Knowledge of GDPR - Practical knowledge of various computer software packages - Ability to input and report accurately on a range of data - Ability to communicate effectively at all levels - Ability to organise own work and that of others - Understanding of SEN and child protection issues - For appointment/progression to/at Grade 5 we would anticipate AAT Level 2 (desirable) or equivalent knowledge/experience of working in a finance role.

10.	<p data-bbox="183 78 975 114">POSITION OF JOB IN ORGANISATION STRUCTURE</p> <div data-bbox="705 152 1018 336"><p data-bbox="705 152 1018 188">FINANCE MANAGER</p><p data-bbox="715 300 1008 336">FINANCE OFFICER</p></div>
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