

**DEPARTMENT: FINANCE**

**DESIGNATION: TRUST FINANCE OFFICER**

**RESPONSIBLE TO: FINANCE MANAGER**

**POST GRADE: LEVEL 5**

**NAME:**

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| **Main Purpose of the Post**  |
| To work flexibly with the Leadership Team and Finance Team, providing support in the administration of the financial arrangements within the Trust. To carry out a number of duties within the Alpha central finance team to ensure the smooth running of the department while always ensuring full adherence to financial policies and procedures.Providing full support to the Alpha central finance team with purchase ordering, purchase invoicing, sales invoicing, supplier maintenance and month end procedures.The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work. |
| **Core Responsibilities, Tasks and Duties** |
| 1. Finance
* Processing purchase orders for goods and services as required by the central team, issuing purchase orders to suppliers in accordance with the Alpha Financial Procedures manual
* Monthly monitoring of outstanding commitments
* Processing invoices for payment to suppliers, ensure invoice are matched to orders and delivery was satisfactory, entering of invoice details onto the finance system.
* To keep up to date with developments amongst suppliers
* Processing of BACS payments to suppliers
* Dealing with general queries with internal and external contacts
* Ensure income received by the Trust is entered onto the finance system
* Processing and reconciling credit card transactions
* Having an overall awareness of the need to match spending to budget, ensuring that all records are kept up to date
* Assisting in the monitoring of expenditure against budget headings.
* Maintenance of finance records and spreadsheets
* Assisting the Head of Finance and Auditor each year in the Academy Finance Audit.
* Processing and reconciling bank transactions
* Prepare journals for minor month- end adjustments (e.g. departmental photocopying/ catering recharges)
1. General
* Retrieval of correspondence through the Trust’s e-mail programme, responding to / forwarding emails as necessary.
* Contribute to financial tasks as required, for example collating and preparing financial data for inclusion in reports
* Contribute to the update of the Trusts asset and contracts register
* Provide cover for school-based staff from time to time e.g. to mitigate the impact of sickness absence
* To carry out general office duties as and when required.
* To work under supervision to the mandatory guidelines with the Academies Trust Handbook.
1. Any other duties to ensure the post objectives are met.
2. Health and Safety
* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.
1. Professional Accountability
* The post holder is required to 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. In addition, they are to contribute to the achievement of the school’s objectives.
1. Safeguarding
* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
1. Equalities
* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
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| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: FINANCE OFFICER**

**DEPARTMENT: FINANCE**

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| **Minimum Requirements** | **Measured by:****A) Application****B) Test/Exercise****C) Interview** |
| **QUALIFICATIONS/TRAINING:****It is essential that the post holder has:*** Relevant and up to date qualifications in keeping with both an office and Academy working context.
* Educated to GCSE level, with good grades in Maths and English (4/C or better/or equivalent)
* Evidence of continued, relevant professional development.
 | **A** |
| **EXPERIENCE/KNOWLEDGE:****It is essential that the post holder has:*** Relevant experience of providing support to managers
* Experience in an Academy or education context is desirable but not essential
* Experience of working in a challenging financial environment
* Experience of prioritising and planning workloads
* Experience of providing financial assistance
* Experience of working with computerised finance systems including Word and Excel; PS Financials is an advantage although training can be provided
 |  **A & C** |
| **SKILLS AND ABILITIES:****It is essential that the post holder has/is:*** Commitment to high standards and continuous improvement.
* Ability to establish a positive ethos and sense of high achievement for all.
* Highly developed interpersonal and communication skills including the effective use of ICT.
* Strong negotiating and influencing skills.
* High level of numerical and problem-solving skills
* Good interpersonal skills with the ability to develop and foster effective working relationships.
* Able to deal with conflicting priorities and work to policy and operation objectives and timescales
* Ability to meet challenges successfully.
* Openness to challenge, risk-taking and creative ideas.
* Can empathise with the needs of students, parents and staff in a firm, consistent manner.
* Excellent health and attendance record.
* Positive and optimistic.
* Pragmatic.
* Proactive.
* Resilient when working under pressure.
* Team player.
 |  **A & C** |
| **ADDITIONAL FACTORS:****It is essential that the post holder is/has/can:*** A willingness to undertake appropriate training
* Awareness and sensitivity with regard to equal opportunities and race equality
* An ability to fulfil all spoken aspects of the role with confidence through the medium of English
 |  **C** |