



Job Description

Central Finance Officer

Reporting to	Director of Finance
Salary/Grade	Grade 12 (Points 12-19)

Purpose	To support the general finance and administration functions of the Multi Academy Trust Central Services Team. To carry out appropriate duties set out by the Director of Finance to assist in delivering the annual and monthly financial timetable.
Key Responsibilities	• Place orders for MAT central invoices and services once approved by the budget holder. • Process MAT central invoices and seek approval from the budget holders before passing for payment. • Setup new Trust suppliers on the finance system when directed. • Work to the financial timetable provided by the Director of Finance. • Ensure that all Financial Regulations and Audit requirements are met. • Update the appropriate spreadsheets provided ensuring the correct and accurate information is recorded. • Ensure all necessary paperwork is filed as required by audit and to ensure an audit trail exists for all aspects of work • Work within the parameters of the Trust's financial regulation procedures • Ensure all implemented systems are working and budget holders understand their obligations • Assist in the reconciliation of the Trust's bank accounts to include posting of monthly income from remittances provided by the Education and Skills Funding Agency and Local Authorities • Assist in the distribution of costs via journal from the MAT rechargeable area to individual academies budgets • Process all recharges between academies within the Trust • Assist in the coding and journal entries associated with holding codes including the monthly payroll • Prepare weekly BACS/Cheque run for the Trust • Assist in the year-end process including the processing of journal transactions relating to accruals and prepayments • In accordance with the financial timetable, produce appropriate reports as requested and issue reports to appropriate budget holder • Produce and send out communications as directed • File and upkeep of all central orders, goods receipts and invoices received. • Follow all agreed central policies and procedures, including working with the Director of Finance/Director of Operations to further develop the systems to suit the Trust's operations • Support with any administrative work as required appropriate to the level of grade • Responsible for reminding staff about financial deadlines and chasing up and supporting schools for required information to meet the monthly timetable

Key Responsibilities	• Undertake appropriate professional development including adhering to the principle of performance management • Adhere to the ethos of the Trust • Promote the agreed vision and aims of the Trust • Set an example of personal integrity and professionalism • Attend appropriate team meetings • Organise and manage work using own initiative but working within the given guidelines, parameters, and systems • Support the Director of Finance and Director of Operations in preparing reports and information for Trustees, Budget Holders, Headteachers, and Local Partnership Boards as and when required • Set up systems when required and ensure the information is passed on to others, including monitoring the systems for functionality • Have regular meetings with the Director of Finance and take action in relation to items discussed at the meeting: ensure appropriate feed back • Manage the filing system for all central financial records in accordance with the retention of records policy and data protection guidelines • Prepare spreadsheets for the Director of Finance • Carry out any other activities as directed to ensure the smooth running of the Central finance system • Be involved in the year end closure and the start-up process for new schools joining the Trust • Liaise with the Trust staff to ensure compliance with the statutory returns to the DfE • Liaise with Audit, Payroll, and contractors / suppliers to sort out Central queries when required • Responsible for achieving best value. Contribute to the overall ethos/work/aims of the Trust, appreciating and supporting the role of other professionals. Participate in training and other learning activities and performance development, as required. Undertake additional duties commensurate with the grade as directed by your line manager. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation. Ensure the aims, priorities and policies of the Trust are adhered to. Act as a positive representative of the Trust and its learners in all circumstances and at all times. Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress.
Additional duties and Information	This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust. The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.

Person Specification - Central Finance Officer

	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development, or training	D
A commitment to continuing professional development	E
EXPERIENCE	
Extensive experience of working within a finance function	E
Experience of operating financial systems and procedures, including audit compliance controls	E
Experience of using the PS Financials or other finance management system	D
Experience of working in a school/educational setting which involved a financial role	E
Experience of writing, contributing, and reviewing of relevant documentation	E
Experience of using BPS budgeting software or similar package	D
SKILLS and PERSONAL QUALITIES	
Excellent verbal and written communication skills	E
Ability to use initiative and prioritise work	E
Strong interpersonal skills	E
Strong IT skills, including MS Office	E
Flexible and adaptable within a fast-paced, changing environment	E
Excellent time management and skilled at working under pressure to meet deadlines	E
High professional and personal standards	E
Substantial experience of working with excel to provide complex spreadsheets	E
Demonstrates resilience, high level of motivation and 'can do' attitude	E
Commitment to maintaining confidentiality at all times	E
Excellent attention to detail to produce work at a high level of accuracy	E
OTHER	
Comply with safer recruitment checks including enhanced DBS	E
A commitment to supporting the Trust's agenda, values and priorities	E

Signature (employee):	
Date:	
Signature (line manager):	
Date:	