

## JOB DESCRIPTION

Job Title:	Finance Officer
Salary:	c. £28,000 to £35,000 depending on skills and experience
Location:	Central London office 3-4 days/week, Greenwich schools 1-2 days/week
Working pattern:	Full time – 37 hours per week, 52 weeks per year
Start date:	ASAP

### Job Purpose

Overall aim is to provide efficient processing of finance transactions for the Central Headquarters and the Greenwich region including Foxfield Primary School, Rockliffe Manor Primary School, and Woodhill Primary School. Support the Finance Business Partner and the Central finance team to deliver an effective finance service to the Trust as required.

The role will be based 3-4 days a week at the MAT central office near Tower Bridge, London, and 1-2 days a week at the schools. There will be scope to work one day a week from home.

To ensure that all processing of financial transactions is in accordance with the Trust Finance Handbook.

### Duties and Responsibilities:

#### Key Responsibilities

##### Purchasing and Sales

Order goods and services as required ensuring purchase orders, goods received notes, and invoices are processed accurately and timely at schools and Centre.

- Ensure all purchases comply with the requirements of the Trust finance handbook.
- Assist Headteachers and budget holders with sourcing of goods and services, obtaining supplier quotes and ensuring purchases represent value for money.
- Ensure timely payment of supplier invoices by monitoring the purchase ledger.
- Prepare BACS payments on the financial system for review by the Headteacher and central finance teams. Complete relevant postings and distribute remittances to suppliers.
- Correspondence with school suppliers, including reconciliation of supplier statements and resolution of any issues arising.
- Raise sales invoices and querying aged debtors with customers. Monitor the sales ledger.

##### Financial control

- Record receipts and payments on the finance system and monthly reconciliations for the bank accounts.

- Preparing monthly balance sheet control account reconciliations for review.
- Book travel and accommodation for staff and trips as required.
- Process staff and trustees' expenses claim ensuring they are authorised appropriately.
- Assist with the processing of monthly payroll journal and staff recharges for the Trust on the finance system.
- Post ad-hoc journals for the Trust at month end.

### **Income and banking**

- Assist with the monitoring of government grant income in line with funding schedules and ensure it is recorded on a timely basis.
- Process receipts on the finance system and ensuring accurate spreadsheet records are maintained for income received at the central team.
- Bank cash and cheque receipts and record the transactions on the finance system.
- Management of credit cards including monitoring spend, maintaining receipts and entering transactions on the finance system.
- Administer the Trust's banking accounts ensuring access rights are up to date.
- Make bank transfers as required to ensure schools have sufficient cash balances.

### **Reporting**

- Assist the Finance Business Partners and the Trust CFO with drafting budgets and forecast outturns and undertaking detailed reviews of expenditure against budget.
- Support the Operations Manager to ensure staffing changes are updated with payroll and the budgeting system, and monthly payroll reports are reviewed.
- Prepare reports for budget holders as required.
- Liaise with the SENCOs and the local authority to ensure income for SEN pupils is up to date and invoiced on a timely basis.
- Assist with preparation of funding bids.
- Assist the Finance Business Partner in the preparation of information for internal and external audits, and in the preparation of the statutory accounts and other reports required by regulators.
- Represent the Trust professionally by liaising with external stakeholders as required in completing key responsibilities.

### **Other Duties**

- Manage the Centre's inbox and reply to queries efficiently.
- Provide cover for the quarterly VAT returns preparation
- Provide cover for PSF administration.
- Assist with administrative support and ad hoc projects for the Trust central team.
- Ensure the provision of effective administrative support to the Finance Business Partner and CFO as required.
- Support the Trust Executive Assistant in ensuring the central office is fully equipped and runs smoothly.
- Work with the Trust Executive Assistant to provide effective administrative support for the Inspire CPD program.

### **Data Protection and safeguarding**

- The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to

an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures.

- Work within the requirements of data protection regulations at all times.
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue/concerns.
- Remain vigilant to ensure all students are protected from potential harm.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Adhere to and promote the Trust's ethos and values and set an example of personal integrity and professionalism.

This job description is not an exhaustive list and the company reserves the right to make changes to the role as required to meet business needs. The portfolio and number of schools may change accordingly. The allocation of responsibilities may be amended following discussion with the Headteachers as well as the CFO and should be reviewed annually.

### Person Specification: Finance Officer

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified to A level or equivalent.</li><li>• Right to work in the UK.</li><li>• Part-qualified or working towards an accounting qualification e.g., AAT/ACCA (desirable).</li></ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Demonstrable financial administration experience.</li><li>• Highly computer literate, with significant experience of financial management systems.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Excellent attention to detail and a high level of accuracy.</li><li>• Professional integrity and resilience.</li><li>• Calm under pressure and able to manage conflicting priorities and maintain accuracy.</li><li>• Continually seeks improvements to improve the efficiency of working practises.</li><li>• A “can do” attitude and approach to work.</li></ul>
<b>Values</b>	<ul style="list-style-type: none"><li>• Personal vision is aligned with the Inspire Partnership’s high aspirations and expectations of self and others.</li><li>• Genuine passion and a belief in the potential of every pupil.</li><li>• Motivation to continually improve standards and achieve excellence.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• This post is subject to an enhanced Disclosure and Barring Service check.</li></ul>