

**Job Description**

**Post Title:** Finance Officer

**Responsible to:** Director of Finance

**Responsible for:** No Formal Line Management Responsibility

**Job Purpose:** Proactively contribute to the provision of an effective and efficient financial management service working across all schools within the MAT.

**Main Duties:**  The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 Preparation of timely information to support the monthly management accounts process, within agreed deadlines, including preparation of reconciliations and analysis e.g. Bank Reconciliations and Income Analysis.

2 Ensure accounting processes are correctly undertaken and comply with current Finance Regulations, Academy Procedures and Scheme of Delegation.

3 Support the internal and external auditing processes.

4 Ensure sales invoices are raised in a timely and accurate manner, outstanding debts chased and debtors ledgers reconciled on a monthly basis. Support the Finance Assistants with complex queries/disputes and liaise with debtors.

5 Review and reconcile aged creditors on a monthly basis. Support the Finance Assistants to resolve complex queries/disputes and liaise with suppliers.

6 Oversee the administration of the online ordering system, including managing the approved supplier list and ensuring supplier details are correct and up to date.

7 Check suggested payment runs prepared by Finance Assistants, reviewing all paperwork for accuracy/compliance, uploading to the bank and obtaining authorisation from bank signatories.

8 Monitor and maintain the weekly cashflow forecasts for all schools within the MAT.

9 Ensure all claims are prepared on an accurate and timely basis and submitted to meet external funders deadlines and requirements.

10 Collect, record and reconcile monies prior to banking.

11 Monitor, maintain and reconcile Trips and Fundraising Ledgers on a monthly basis, reconciling to School Fund, monitoring payments, ensuring ledger accuracy and provide assistance to trip organisers in connection to costing.

12 Ensure all income due is correctly accounted for and recorded in a timely manner in respect of lettings, mentorships and sundry income.

13 Assist with the preparation of the VAT return and resolve VAT coding queries.

14 Manage the Fixed Assets Register.

15 Facilitate and supervise the operation of the online payment systems within the MAT. Downloading and reconciling the service invoices, reports and income on a monthly basis, managing internet refunds and setting up trips.

16 Support budget holders with ad hoc requests for information.

17 Work with the Finance Managers to monitor and review budget holder reports, ensuring accuracy of information before distribution on a monthly basis.

18 Analyse data and prepare reports to support the recharge and intercompany processes.

19 Review and authorise journals prepared by the Finance Assistants. Prepare and post journals appropriate to the role.

20 Actively and pro-actively contribute in the development and continuous improvement of the financial systems and procedures.

21 Support the Finance Managers and Director of Finance with ad hoc requests.

22 Provide cover for other team members.

23 Provide a customer focused service, ensuring that effective and constructive working relations are developed and maintained.

24 Be proactive in regards to knowledge and skills of yourself and other team members. Assist in the training of others.

25 Promote and implement the Academies Equality Policy in all aspects of employment and service delivery

26 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trusts policies and procedures