

Job Description and Person Specification

Role	Finance Officer
Grade and Range:	Grade 3 - 4, points 5 - 14
Department:	Central Team
Location:	2a Vickery Way, Chilwell, Nottingham, NG9 6RY
Accountable to:	Senior Finance Officer
Date last reviewed:	May 2022

Position Overview

The role will be based within the Flying High Partnership (FHP) Central Team. As a Finance Officer, you will provide a professional, efficient and effective financial processing and administration service across the Trust, in accordance with agreed Trust policies and procedures, ensuring compliance with all relevant legislation and our financial obligations.

You will work as part of our Finance team is to ensure that we provide high quality, efficient and effective financial systems and procedures, to ensure that every penny we receive and every financial decision we make is focused on ensuring the very best education for our children. This will be evidenced through excellent organisational skills, clear and accurate work, the ability to multitask, plan and prioritise workload, successful task completion, meeting deadlines, confidentiality and the ability to work on your own initiative.

This is a varied and hands on role which involves working closely with multiple internal and external stakeholders across our central team and schools, external suppliers and other relevant external bodies.

Main Duties

- To work with the mandatory guidelines within the Academy Trust Handbook and the Trust Financial Procedures Policy
- To be responsible for the safe keeping and accurate processing of financial records
- To provide financial administrative support across the Trust
- To be responsible for operational financial administration including (but not restricted to):
 - Raising and processing purchase orders
 - Receiving goods
 - Invoice processing

- Generating BACS payments for checking and authorisation
- Administration and processing of charge card(s)
- Staff expense claims
- Sales Invoices
- Receipt and banking of income
- Preparation of monthly payroll and other journals
- Efficient, pro-active and timely resolution of finance queries for schools and central team
- Provide support and training on the Trust accounting software
- Maintenance and monitoring of the trust wide purchase ledger
- Play an active role in securing best value purchase for all supplies and services to ensure the effective use of resources
- To set up and monitor annual orders/service contracts
- Data entry for monthly GAG transfers
- Collation of monthly reports from schools in line with Trust policies
- Supporting the preparation of monthly VAT claims
- Preparation for and assistance with internal and external audit

General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
A good standard of secondary education to GCSE level of equivalent, minimum grade 5-9 or equivalent in Maths and English	AF	
A good standard of literacy and numeracy	AF/AST	
Foundation certificate in accounting (level 2)		AF
Experience		
Working in or have worked in education		AF
Working as part of a team	AF/I	
Experience of prioritising workload, time management and conflicting priorities	I	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	I	
Experience of working in a financial processing role	AF	
Experience of working in a school or academy Trust		AF
Ability to suggest improvements to systems or processes		I
Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Confident at following through on tasks and resolving enquiries	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
Skills		
Excellent verbal communication skills	I	
Excellent written communication skills	AF/AST	
Excellent planning and organisation skills	I/AST	
Ability to prioritise and multi task whilst managing stakeholder expectations	I	
High degree of attention to detail	AST	

Good level of IT skills including Outlook and MS Office	AF/I	
Experience of using financial accounting software	AF/I	
Experience of using PS Financials or other education financial software		AF
Creating reports and spreadsheets and analysing data	AST	
Attributes		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development	AF/I	
Committed to putting children's education first	I	
Other		
Occasional work outside normal working hours - prior notice given		I
Commitment to get stuck in with Partnership and Trust wide activities		I
Ability to travel to all Trust sites		I