

**Job Description**

<b>Job Title</b>	Finance Officer (L2)
<b>Grade</b>	K
<b>Responsible To</b>	Finance Manager
<b>Staff Managed</b>	None
<b>Job Family</b>	Central Team (Finance)
<b>Job Purpose</b>	To manage the provision of a comprehensive financial service to the MAT working across various schools including the supervision of Finance staff and to provide guidance to all other staff whose duties impact upon the financial aspects of the MAT.
<b>Job Context</b>	Works within the central team providing a Financial Service.
<b>Accountabilities / Main Responsibilities</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• To obtain maximised Value for Money. This is achieved by applying effective Internal Control and agreed Best Practice to procurement and payroll related costs and that schools operate within the financial scheme of delegation and in line with the MAT financial handbook.</li> <li>• To assist with the compilation and maintenance of MAT school budgets, and to routinely provide effective budgetary control and forecasting (through monitoring reports and other routine procedures) to the MAT school's Governors, LGC's, Headteacher / Principal, Senior Managers and all other staff with budget or financial responsibilities.</li> <li>• To record all the financial transactions of the MAT schools in a manner that meets all statutory, mandatory and discretionary requirements, particularly those required by the EFA, HM Revenue &amp; Customs, the Charity Commissioners, the Trust's auditors.</li> <li>• To take responsibility for the VAT records and payroll reconciliations.</li> <li>• To assist the CFO with the data analysis and production of complex reports and complex returns e.g. EFA, LA, Governing Body. These reports must satisfy all relevant statutory and regulatory requirements.</li> <li>• To produce and deliver monthly management accounts in an accurate and timely manner.</li> <li>• To support and advise the Trust, school Governors, LGC's and its senior staff in the school's strategic considerations, developments and budget setting/monitoring of individual Trust schools.</li> <li>• To produce Teachers Annual Salary statements, incorporating in year contractual changes.</li> <li>• Take lead responsibility for MAT specialist areas (e.g. finance and school trips).</li> <li>• Take on delegated responsibilities including being first point of contact for financial information for the Trust's Headteachers / Principals.</li> <li>• May be required to deal with and respond to complaints.</li> <li>• May be required to be involved in tendering processes.</li> <li>• Take a lead role in the initiation and continuous review of MAT policies and procedures where they have financial implications.</li> <li>• May be required to handle large amounts of cash / cheques (up to £20,000).</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To collaborate with other Trust Finance Managers to ensure consistency of processes.</li> <li>• To undertake special projects or assignments relating to the MAT finances as required by the Trust Board, its Governors, LGC, or senior staff, and to advise / provide advice as required.</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>• To take a lead role in recognising need, instigating necessary action, planning, developing, designing and implementation of policies, procedures and financial systems.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To ensure compliance of regulatory requirements for the safe and secure storage of the schools financial records and asset inventory, comprising both physical and electronic data.</li> <li>• To design, develop and maintain systems aimed at maximising income for the Trust whilst ensuring it is received in a prompt manner.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> <li>• Know about data protection issues in the context of your role.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

**Person Specification**

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<b>Grade</b>	K	
<b>Responsible To</b>	Finance Manager	
<b>Staff Managed</b>	None	
<b>Job Family</b>	Central Team (Finance)	
	<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
	<ul style="list-style-type: none"> <li>• Must demonstrate a high level of computer literacy, particularly finance systems</li> <li>• Has relevant accountancy experience and/or holds relevant qualification, able to demonstrate the qualities attained whilst working at a senior level</li> <li>• Sound knowledge of compliance and licensing requirements</li> </ul>	
<b>Experience</b>		
	<ul style="list-style-type: none"> <li>• Knowledge of GDPR and its operation and principles</li> <li>• Knowledge of the financial requirements of a school</li> <li>• Managerial skills</li> </ul>	
<b>Occupational Skills</b>		
	<ul style="list-style-type: none"> <li>• Demonstrates the ability to prepare complex financial reports</li> <li>• Requires skills for planning, development and monitoring of financial support services</li> <li>• Requires persuasive, influencing skills for dealing with staff, governors, and external contractors</li> </ul>	
<b>Qualifications</b>		
	<ul style="list-style-type: none"> <li>• Association of Accounting Technicians qualification (NVQ Level 4) or equivalent,</li> </ul>	
<b>Other Requirements</b>		
	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance required</li> <li>• Able and willing to contribute to the strategic development of the Trust.</li> <li>• Able to maintain strict confidentiality</li> <li>• Ability to input, understand and present data.</li> <li>• Ability to give clear, accurate advice, and the ability to communicate on all levels.</li> <li>• Ability to prioritise own work and that of others and work to strict deadlines and under pressure.</li> </ul>	