

TRUST FINANCE OFFICER



WELCOME

Welcome to Our Lady Immaculate Catholic Academies Trust.

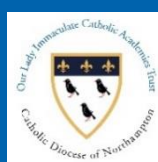
We are a group of 12 Catholic Schools situated across the northern part of the Catholic Diocese of Northampton located in the counties of Northamptonshire and Bedfordshire; the Trust currently consists of ten Primary Schools and two Secondary Schools who liaise and collaborate closely together.

We enjoy working together to ensure that all children across our Catholic schools are provided with the best possible academic, spiritual and moral education within a safe and happy environment.

You would be joining a Catholic Multi Academy Trust that is supported by a centralised team: Finance, HR, Operations, IT and Governance. Each department is led and managed by expert professionals in their own field enabling the Heads and schools to focus on teaching and learning.

We are delighted you are interested in joining our Trust and I wish you well in your application.

Tony Bishop, Strategic Executive Lead



JOB DESCRIPTION

OVERVIEW

Job Title:	Finance Officer (Regional)
Closing Date:	12 noon, Friday 31 st January 2025 <i>(we reserve the right to close earlier if there are sufficient applications)</i>
Interview Date:	TBC
Start Date:	ASAP
Salary / Scale:	£28,624 - £32,115 (FTE) <i>(Actual salary will be pro rata the Full Time Equivalent salary- FTE)</i> Grade H - Scale points: 14 - 21
Contract type:	Permanent, Part Time - 37 hours (5 days) per week, term time (38 weeks + 2 weeks)
Purpose of the Position:	Provide support to the Finance Managers and Finance Director in managing the financial operations and providing support to specific schools located within a regional locality of the Trust, (either Northamptonshire, Bedfordshire or Kettering and Corby), ensuring effective and accurate financial and accounting procedures are professionally adhered to and completed in accordance with the Trust, statutory and regulatory requirements
Key Responsibilities:	Be responsible for the maintenance and administration of the financial and accounting services in compliance with agreed regulations. The role will provide assistance and support to Headteachers and Office Managers in the management of their budgets, procurement, financial processing and reporting. This job description may be amended at any time, following consultation between the employee and the Finance Director and will be reviewed annually.
Responsible to:	Trust Finance Director and Regional Finance Managers
Accountable to:	OLICAT Strategic Executive Lead

MAIN DUTIES

1. Key Tasks

- Support the Finance Managers for specific schools within a regional location of the Trust ensuring all financial and accounting requirements are adhered to and completed in accordance with all Trust financial policies, procedures and regulations.
- Complete all processes relating to accounts payable and accounts receivable in accordance with Trust financial policy, procedures and statutory regulations. These include, but not limited to:
 - Purchase Ledger/Sales Ledger (including aged creditors and debtors analysis);
 - Maintaining the purchase order portal to ensure all orders are processed and emailed correctly to suppliers;
 - Recording income including cash and payments against relevant ledger codes
 - Complete bank reconciliations
 - Credit card/charge card reconciliation
 - Payments for authorisation
 - Payroll administration
 - Recharges/expenses
- Assist the Finance Managers to manage cash flow and banking processes (including Parent Pay or equivalent, BACS) by preparing bank accounts for accurate and timely collection, reconciliation and banking of cash and payments from the academies and schools. the Trust and its schools responding in a professional, confidential and timely manner.
- Maintain the Direct Debits/Standing Order registers and other registers including but not limited to contracts, utilities, catering, cleaning, transport, equipment.
- Investigate and answer routine finance queries from budget holders and suppliers and. Provide routine guidance and assistance to staff to support effective financial management.
- Maintain clear and accurate records of all academy (school) funds and accountings always working within financial regulations.
- Input financial data accurately and efficiently into the Trust financial MIS systems.
- Ensure goods and services are processed in compliance with current and relevant procurement legislation and best value practice.
- Support Finance Managers to prepare financial reports as required by the Strategic Executive Lead, Finance Director, Local Academy Committees and Headteachers.
- Liaise regularly with all academies and schools within the region resolving queries, providing advice and a customer focused service.
- Report any areas of concern, irregularities or suspicions of fraud promptly to the Finance Managers and Finance Director

2. Professional Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development and update knowledge required for the role.
- Participate in appropriate training provided by the Trust.

3. Working with colleagues and other relevant professionals

- Work in close collaboration with the other Trust Finance Officers and Finance Managers to support the Finance Director deliver an effective finance function across the Trust ensuring all Finance staff provide cover for each other during periods of absence and assist each other during busy periods to meet deadlines.
- Work in close collaboration with other members of the Trust Central team particularly the Trust HR and payroll team to ensure staff are paid accurately, on time and statutory returns are returned.
- Communicate effectively and professionally with colleagues, Trust Directors, LAC members (Governors) and other external agencies where appropriate
- Collaborate and work effectively with Trust Senior Leadership Team, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

4. Personal and Professional Conduct

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
- Maintain strict confidentiality in respects of employees' personal data in accordance with the Data Protection Act and Trust policies and procedures.

5. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Finance Director or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Fully Qualified or part qualified accountant (ACCA/ICAEW/CIMA or CIPFA)		√	App form
Membership of appropriate professional accounting body		√	App form
Degree		√	App form
A 'level or equivalent education	√		App form
Good level of general education including Maths & English	√		App form
Evidence of continuous professional development in Finance/Accounting	√		App form

2. EXPERIENCE

	Essential	Desirable	Evidence
Significant experience of working with excel, financial management systems and management information systems.	√		App form interview
Experience of administering high volume budget and financial processes in a large complex organisation. .	√		App form interview
Experience of inputting data accurately	√		App form interview
Experience of dealing professionally with wide range of people	√		App form interview
Experience of working in an educational environment (HE or schools/colleges).		√	App form Interview
Experience of working within statutory financial regulations		√	App form Interview
Experience of working within a team environment	√		App form Interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Working knowledge of financial and accounting procedures and systems	√		App form Interview
Good understanding of what constitutes highly effective finance team	√		Interview
Good understanding of the importance of a quality customer service ensuring a professional and fast response to queries	√		Interview
Ability to undertake multiple priorities whilst meeting deadlines.	√		Interview
Highly proficient in Microsoft Office particularly Excel and Outlook.	√		App form Interview
Excellent written and oral communication skills.	√		Interview
Demonstrate ability to be organised, logical and methodical.	√		Interview
A current driving licence (ability to travel between school and Trust sites).	√		App form
Able to work flexibly including travel between schools and working outside core hours occasionally according to meet deadlines and/or needs of the service	√		Interview
Understanding of Data Protection including GDPR and ability to remain discrete when privy to confidential information	√		Interview

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Excellent interpersonal skills with ability to communicate with a wide range of audiences.	√		Interview
Proven ability to deliver excellent customer service.	√		Interview
Proven ability to remain calm and work under pressure whilst prioritising effectively.	√		Interview
Proven ability to work on own initiative with a proactive approach.	√		Interview
Proven ability to work collaboratively with others and particularly within a close-knit team	√		Interview
Proven ability to work flexibly under pressure to be able to meet deadlines	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

Further information about the Trust and the role can be viewed and downloaded from the Trust website: www.olicatschools.org

If you wish to discuss the role in more detail, please contact Mrs Asha Morjaria, Finance Director by email: AMorjaria@olicatschools.org

To apply for the post please apply via the Trust's vacancy page which will invite you to apply via the Trust's recruitment applicants tracking system on MyNewTerm.

The closing date for this post is than 12 noon on Friday 31st January 2025.

Interviews will be arranged in due course. Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

Jo Brake-Oakes
Trust HR Director



For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or visit the OLICAT Trust website: www.olicatschools.org