

RECRUITMENT PACK

Trust Business Officer





Trust Business Officer

Reporting to:

Chief Financial Operations Officer (CFOO)

Terms:

- **Permanent:** 40 weeks per year
- **Salary:** Grade H Point 17 £28,770 (Full Time Equivalent)
- **Working Hours:** Part Time, 37 Hours per week.
- **Location:** Head Office in Lamport.

INMAT was created in 2017 with a teaching school at the heart of its work, with just 4 schools at that point. We are now a group of 11 primary schools that have joined together to harness the richness of diverse learning communities for the benefit of all pupils.

The ethos behind the Trust is one of sustainable school improvement; schools joining the Trust do so with the prime aim of improving themselves and each other so that they can all become outstanding schools driven by a self-improving system.

At the heart of what we do is the notion of working together and being relentless in our pursuit of excellence to create the best opportunities in our schools and where we make everyday count.

In order to stay relevant in the ever-changing world, we at INMAT are open to change and challenge. The world is fast-paced, and it is important we keep up. We welcome new ideas and perspectives, as long as they always put our children's interests first.

The ideal candidate will:

- Have operational experience ideally from within a multi academy trust or an academy background (although not essential)
- Be confident using accounting software and be comfortable and enthusiastic about using new and innovative software packages
- Work proactively, embrace new challenges and have a drive to learn
- Have the ability to manage their own time and prioritise
- Be flexible and work as a team player

What can we offer you:

- To assist and support the Trust Finance Manager in shaping the developing finance model
- The chance to innovate and be involved in exciting project work if the post-holder so wishes
- The opportunity to take on further responsibilities and expand your role as the Trust grows
- Extensive training and a coaching and mentoring programme
- Flexible working hours within a Trust with a passion for ensuring staff wellbeing
- Contribution to local government scheme

CFOO – Chief Financial Operations Officer
TFM – Trust Finance Manager
TEM – Trust Estate Manager
CBP – Cluster Business Partner
CBO – Cluster Business Officer



Trust Business Officer Job Description

Main Purpose of Job

To strategically support and maintain an effective financial, estates, Human Resources and administrative service.

Key Relationships

CFOO/TFM/TEM/CBP/CBO/Headteacher

Main responsibilities and tasks

Financial Management

Administrative Management

Human Resources Management

Property and Facilities Management

Duties associated with the Key Responsibilities

Financial Management

- To ensure that all financial procedures and policies are diligently followed.
- Provide a high level of finance support to the TFM and CFOO, maintaining accuracy and validity of the accounting system.
- Production of monthly management accounts and supporting reporting schedules, to be provided to TFM within the set deadlines.
- Process purchase requisitions, purchase orders, goods received notes and invoices for the Trust.
- Complete monthly journals, recharges and payroll journals
- Complete monthly bank reconciliation
- Process monthly GAG Remittances
- Manage payroll function. Reconcile monthly payroll reports and submit to CFOO/CEO for approval.
- Supporting the external and internal audit programme of the Trust as required.
- Recording and managing the Trust asset registers.
- Managing and maintaining the Trust contract register.
- To ensure financial administration is undertaken efficiently and effectively and all deadlines are met.

Administrative Management

- Ensuring correct procedures are implemented and processes are carried out in line with policy.
- Support dealing with queries and problems and taking action as appropriate, if escalated by office staff.

Human Resources

- Actioning any HR related projects or returns as instructed by the CFOO.
- Support the HR services and processes for Trust staff via EPM.
- Raising offer letters to new starters.
- Ensuring staff contracts and contract changes are issued and safer recruitment is followed.
- Preparing annual teachers' pension end of year certificate.



Property and facilities management

- Ensure Trust assets are recorded, maintained and secure
- Support TEM and TFM with Inventory audit management
- Provide admin support as and when required to the TEM.

Person Specification information

- To contribute to overall development as an active member of the Trust central team, to ensure that it operates on the basis of shared and collective responsibilities.
- Commit to any training required within the post.
- The post holder will be expected to work within established procedures and guidelines and to prioritise day to-day work

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This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties that are necessary to fulfil the role.

The Job description may be varied to meet the changing demand of the Trust as the reasonable direction of the Chief Finance Operations Officer.

Trust Business Officer
Person Specification

	Essential	Desirable	How Assessed
<u>Qualifications</u>			
Good general standard of education (5 GCSEs or equivalent including English and maths).	✓		App/Doc
Financial training/experience		✓	App/Doc
<u>Experience</u>			
Previous work in educational setting		✓	App/Ref
Finance ledger software		✓	App/Int
Experience in PSF		✓	App/Int
IMP budget setting		✓	App/Int
Experience of successfully working across teams	✓		Int/Ref
Experience using general IT systems and Microsoft office applications including Outlook, Word, and Excel	✓		App
Experience of general office practices and procedures	✓		App
<u>Knowledge</u>			
Understanding the importance of confidentiality and appreciation of the implication of GDPR/Cyber Security	✓		Int
Understanding the context in which academies are operating. An understanding of Health and Safety issues relevant to the post.		✓	Int
Understanding of the rules around safeguarding within academy settings.	✓		Int
Understanding of, and commitment to Equal opportunities, and the ability to apply this to day-to-day situations.		✓	Int

	Essential	Desirable	How Assessed
<u>Skills</u>			
Must have a very high level of attention to detail and the ability to identify where opportunities for improvements can be made	✓		App/Int
Must be able to work independently and make judgements about processing calls and correspondence	✓		Int/Ref
Excellent time management skills and the ability to prioritise workloads and multitask	✓		App/Int
Must be open to a level of flexibility – to meet peaks and flows of work, and able to work in a fast-paced environment	✓		App/Int
Excellent interpersonal and communication skills – able to deal with a variety of people sensitively and, when necessary, assertively		✓	App/Int
Able to operate effectively as a member of a team and contribute to friendly and supportive environment		✓	App/Ref
Word processing skills and ICT skills and to use a range of databases and software packages		✓	App/Int
Must have a good standard of literacy and exceptional numeracy skills	✓		App/Doc
<u>Attributes</u>			
Must be personable and professional at all times, demonstrating impartiality and the ability to act with complete integrity	✓		Int/Ref
Must be resilient and reliable	✓		Int/Ref
Must be committed to and representative of INMAT’s mission, vision, and values	✓		Int
Self-motivated with a drive for continuous improvement – must be willing to undertake ongoing training	✓		Int
<u>General Circumstances</u>			
Good sense of humour			

	Essential	Desirable	How Assessed
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the disability discrimination Act 1995	✓		

App = Application Form

Doc = Documentary Evidence (E.g., Certificates)

Int = Interview

Ref = Reference

Test = Test

The Recruitment Process

We very much hope that you will apply for this post. To apply, please complete the application forms through My New Term. The trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and visitors to share in this commitment. All the safer recruitment checks will be taken prior to employment commencing.

Key Dates

Applications are welcomed by midnight on Sunday 20th October 2024. Interviews to take place on Wednesday 23rd October 2024.

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