

# Finance Officer

## Central Finance Team

(FT, Term Time Only, including inset days + 2 weeks)

Grade: Grade 4, point 7-10

Locations: Eko Hub and will include regular visits to schools

### Main Purpose of the job

To effectively manage and process financial transactions at a school level, operating within the Eko Trust's financial regulations and the scheme of delegation, having an up to date knowledge on the budget spending for the schools under which you are responsible for.

- To use the Trust financial management system with accuracy according to the school budgets
- To coordinate the financial tasks within each location
- To create and raise electronic purchase orders, ensuring compliance to the school budget limits and authority levels
- Email suppliers with relevant information regarding orders using
- GRN financial records and complete the invoice cycle
- Alert School Operations Manager to unexpected requests/costs that are not recorded in the budget
- To handle cash and complete banking tasks with accuracy
- Ensure income is recorded correctly
- Monitor school trip finances ensuring a cost zero outcome
- Monitor school clubs and wrap around care finances, reporting potential deficits as soon as is practicable
- Keeping budget spreadsheets up to date
- Process staff reimbursements
- Raise sales invoices
- Monitor and oversee financial processes, i.e music lessons, free school meals, school meal vouchers, utility bills etc (this list is not exhaustive)
- To work as part of the team to help ensure the smooth running of the financial administration support service across the schools within a hub, liaising and working with the Trust Central Finance Team
- To liaise and organise with professional organisations as deemed appropriate
- Process school credit cards monthly, collating the receipts and posting appropriately.
- Reporting any discrepancies immediately to the Trust Lead for Finance
- Alert the TLF or TLFBO of any non-compliance with procedures within schools
- Monthly review of the School commitments, working with the School Operations Managers
- To take responsibility for promoting and safeguarding the welfare of children and young people within the schools
- Select and make good use of ICT and other resources which enable the school to stay financially viable, run smoothly and effectively.

## **General Duties**

- Actively contribute to and promote the overall ethos / work aims of the Trust and the schools.
- Participate in training and other learning activities and performance development as required.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the Trust's business at all times
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the TFO, TLF or TLFBO to carry out appropriate duties within the context of the job, skills and grade.

## **Key Relationships**

You will report directly to the Trust Senior Finance Officer. You will work as a part of the team in both the school and central finance.

*This job description sets out the major duties and other tasks associated with the stated purpose of the post and the specific duties allocated to the post holder. The duties listed are examples of duties at this level and other duties of a similar nature may be undertaken by the post holder and are not excluded because they are not itemised.*

## PERSON SPECIFICATION

PERSON PROFILE	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>● Minimum GCSE Grade C or equivalent in English Language &amp; Maths</li> <li>● You should have experience as a Finance administrator who has excellent communication and customer service skills</li> </ul>	<ul style="list-style-type: none"> <li>● School based financial experience</li> <li>● Financial qualifications, such as bookkeeping or AAT level 2</li> </ul>
<b>Knowledge and use of a range of equipment</b>	<ul style="list-style-type: none"> <li>● Ability to read and understand instructions</li> <li>● Ability to maintain a high level of confidentiality</li> <li>● Ability to use/operate general office equipment, including photocopiers and laminators</li> <li>● Be a competent user of ICT (in particular Internet Explorer and Microsoft Office programs including Word, Excel and Gmail) with very good, accurate, keyboard and database skills</li> <li>● Be a competent user of google suite of apps</li> <li>● A high standard of literacy required for maintaining records and producing a range of written correspondence.</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of school related systems e.g. PSF, IMP, &amp; Bromcom</li> <li>● A good understanding of GDPR and Data Protection Legislation</li> <li>● A good understanding of Child Protection and Safeguarding Children legislation</li> <li>● An awareness of health and safety procedures</li> </ul>
<b>Interpersonal and Communication Skills</b>	<ul style="list-style-type: none"> <li>● Ability to recognise and resolve or report problems</li> <li>● Good telephone manner</li> <li>● Ability to communicate clearly</li> </ul>	

<p><b>Relevant Experience</b></p>	<ul style="list-style-type: none"> <li>● Experience of school financial admin work</li> <li>● Have accuracy and attention to detail</li> <li>● Ability to prioritise work and have a proactive approach to ensure deadlines are met.</li> <li>● Flexible and reliable with a ‘can-do’ approach to being asked to carry out a variety of tasks</li> <li>● Have the ability to multitask and withstand pressures a key points of the month and year</li> <li>● Knowledge of the Trust’s financial procedures, e.g. schedule of financial delegation</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of an educational setting administration experience</li> <li>● Experience of working in an inner city multicultural community</li> <li>● An awareness of health and safety procedures</li> <li>● A good understanding of Child Protection and Safeguarding Children legislation</li> <li>● A good understanding of GDPR and Data Protection Legislation</li> </ul>
<p><b>Additional Requirements</b></p>	<ul style="list-style-type: none"> <li>● An enhanced DBS check is required for this post.</li> <li>● The post holder must show a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults</li> <li>● Demonstrate qualities of an effective team player</li> <li>● Honesty and integrity</li> <li>● Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>● Willingness to work out of hours when requested</li> <li>● Willingness to travel to trust schools when required</li> </ul>