

## **Job Description**

---

**JOB TITLE:** Finance Officer

**REPORTING TO:** Finance Manager

**HOURS:** 37 hrs/TT plus 2 weeks

**Purpose of the role:** To operate and provide a comprehensive financial support service to the Principals and staff of the academies. To ensure complete and correct financial information is kept. Other duties as requested by the Principals and Finance Manager.

### **KEY RESPONSIBILITIES**

- Process purchase orders, delivery notes and manage invoices and payments according to Trust policy.
- Process sales ledger transactions onto the accounting system.
- Process intercompany transaction onto the accounting system.
- Reconcile corporate card spend and post into the accounting system as per Trust policy.
- Reconcile and post all direct debit payments to the bank account.
- Complete bank reconciliation
- Assist Finance Manager in month end related processes, review monthly reports, as required
- Reconciliation of Budget Holder reports.
- Undertake other duties as directed by Line Manager
- Cover absences across the wider Trust if required

### **KEY REQUIREMENTS:**

#### **Personal Qualities**

- Committed and enthusiastic.
- Excellent attendance and time-keeping record.
- Loyalty and discretion.
- Confident, positive and flexible attitude.
- Flexible, but resilient under pressure.
- A 'can do' attitude.
- Confidentiality.
- High level of emotional intelligence.

#### **Skills and Knowledge**

- Good communication and literacy skills
- Excellent telephone manner.
- Excellent organisational and planning skills.
- Good interpersonal skills.
- Ability to work under pressure and to timescales using own initiative to problem solve.

## Qualifications

- Computer literacy in usual office applications.
- Experience of using PSF accounting system is desirable
- Good level 2 qualifications in English and Maths.
- AAT qualification or working towards passing AAT examination is desirable.

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.