

Job Description

Job title: Finance Officer
Reports to: Finance Manager
Location: Leigh Academies Trust

Job purpose

To operate and support a comprehensive financial support service to the Principals, governors and staff of the academies. Responsible for other duties as requested by the Principals and Finance Managers of the Trust.

General responsibilities

- Process purchase orders, delivery notes and manage invoice and payment according to Trust policy.
- Receive and receipt all income, process through the financial management system, ensuring secure banking.
- Reconcile corporate card spend and post into PSF as per Trust policy.
- Raise invoices for goods and services supplied to other academy partners and any external users of the academy.
- Reconcile and post all direct debit payments to the bank account.
- Upload bank statement information to PSF and complete bank reconciliation to be reviewed by the Finance Manager.
- Assist Finance Manager in operational areas of budget planning and setting according to Trust policy.
- Assist the Finance Manager with processing variations to payroll information.
- Chase outstanding payments and process refunds for dinner money, trips and music lessons using our ParentPay software.
- Undertake a diverse range of administrative duties within the Academy, to ensure well presented and accurate correspondence, reports and other documentation as directed by Line Manager and Senior Leadership.
- Cover absences across the wider Trust if required.

Key Responsibilities to Finance Director

- To promote the aims, values and ethos of the Trust.
- To adhere and uphold Trust procedures.
- To carry out a share of supervisory duties in accordance with Trust schedules.
- To participate in any appropriate meetings with colleagues and parties involved.
- To participate in performance management arrangements.
- To carry out other duties as may be reasonably required by the Finance Director.

Person Specification

Personal Qualities

- A committed and enthusiastic attitude.

- Excellent attendance and time-keeping record.
- Loyalty and treating matters with discretion.
- Confident, positive and flexible attitude to duties.
- Resilient and able to work under pressure.
- Understanding of and practicing confidentiality.
- High level of emotional intelligence.

Skills and Knowledge

- Good communication and literacy skills.
- An 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.