



## **Finance Officer – Job Description**

### **M1/2 – 37 hours per week – 52 weeks per year**

### **(part time hours will also be considered)**

*The post holder is required to perform the duties below. S/he will be responsible to the Trust Finance Manager and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school and trust communities.*

*This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Executive Headteacher notice by the post holder through the senior line Officer. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, trust aims, policies and targets:*

As the Finance Officer, you will be an integral part of the Trust Finance Team responsible for ensuring high standards of financial probity across the trust.

You will manage the monthly financial processes, ensuring compliance with the Academies Financial Handbook. You will also provide support across the schools to implement standardised procedures, improving efficiency and sharing best practice. You will be responsible to the Trust Finance Officer and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.

#### **Core Tasks:**

- To ensure that financial standards are complied with in line with current legislation and the requirements of the ESFA, Charities Commission, HMRC and other organisations as required.
- Prepare the management accounts and related analysis, posting month end journals (ensuring full accruals accounting), bank and control account reconciliations are updated monthly
- Preparing accurate and timely management accounts including monthly P&Ls, balance sheets and cash flows
- Prepare monthly financial reports and analysis for Governors and Board of Trustees
- Ensure financial filing systems and records are continually updated and appropriate evidence of financial controls are always available for audit
- To produce financial reports for preparation of final audited accounts in line with current ESFA guidance and accountancy standards.
- Analysing, presenting and discussing the accounts with the Chief Operating Officer, Trust Finance Manager and Headteachers
- Preparing company cash flow plans and reviewing working capital
- To ensure the efficient operation of all day to day financial transactions required by the schools using Sage for Education
- Liaising with all usual external advisors such as HMRC
- Share best practice across the Trust, promoting a positive and collaborative environment

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### **Financial Reporting**

- Lead the preparation and presentation of monthly management accounts and associated reporting in a timely manner
- Collect, assess and analyse information required for annual statutory financial reporting
- Contribute to the preparation of the Trust's statement of accounts, ensuring compliance with current accounting guidance, fully documenting processes
- Co-ordinate the production of associated reports and returns to central government departments
- Liaise with the auditors throughout the year; advance and arrange the provision of documentation to audit, ensuring information meets appropriate standards before release
- Promote accounting concepts across the Trust such as accurate classification of revenue and capital expenditure, accruals accounting and materiality as part of an overall system of robust financial governance and budgetary control Management
- Coordinate the smooth operation of the monthly payroll with external bureau and ensure that all relevant requirements relating to PAYE, etc. are complied with
- Provide specialist financial advice to the executive team on various specific and general service developments.
- Advise budget holders and other stakeholders of the financial implications of the DfE
- To keep abreast of regulatory changes and best practice initiatives by undertaking an appropriate programme of continuing professional development and attendance at, and contribution to practitioner groups, support the Trust Finance Manager
- Implementing and maintaining consistent financial reporting across the trust to aid trust consolidated accounts reporting and preparation

### **Financial control**

- To act in compliance with the Governors' Financial Delegation Policy.
- Take responsibility for the schools accounting procedures, ensuring financial handbooks are kept up to date and all policies and procedures are adhered to
- To make day to day decisions within set budgets, advising the Chief Operating Officer regarding competing claims for resources.
- To comply with the requirements of the academy's auditors and ensure compliance in line with legislation.
- Take responsibility for ensuring payroll and pensions processing is managed efficiently and correctly
- Ensure that all Fixed Assets and depreciation charges are treated in line with current policy
- Maintain the academy's Fixed Asset register and ensure this is reviewed regularly
- To produce financial reports for preparation of final audited accounts in line with current ESFA guidance and accountancy standards.
- To attend Governors' and other meetings on financial matters as appropriate.
- To work with budget holders to establish agreed budgets and monitor these, producing monthly reports for the Headteacher and Chief Operating Officer

### **Organisation Chart**

Head Teacher → Chief Operating Officer → Trust Finance Manager → Finance Officer

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

October 2020

## Finance Officer

### Person specification

	Essential	Desirable	Method of assessment
<b>Education/qualifications</b>			
AAT (min level3)/ CIMA/ACCA/ACA	Yes		AC
A record of CPD	Yes		ACR
Education experience		Yes	AI
Well-developed IT skills (Excel/word)	Yes		AI
<b>Knowledge and experience</b>			
Sound knowledge of double entry book-keeping	Yes		AIR
Experience of managing significant financial resources with a good appreciation of relevant regulatory frameworks	Yes		AIR
Experience of audit processes	Yes		AIR
Experience of using and supporting others in the use of financial software packages			AIR
Knowledge of using SAGE for Education		Yes	AI
Experience of forecasting/budgeting	Yes		AIR
Experience of using HCSS/Access budgeting tools		Yes	AI
Experience of managing and developing accounting processes and systems	Yes		AIR
<b>Skills, behaviours and Qualities</b>			
Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently.	Yes		AIR
Self-motivated with high levels of personal drive	Yes		AIR
Good leadership skills and ability to inspire and challenge colleagues	Yes		AIR
Clear analytical skills to allow the evaluation and interpretation of information and opinions and utilisation of management information systems with a high level of accuracy	Yes		IR
Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.	Yes		AIR
Capacity to work under pressure to meet deadlines and organisational priorities	Yes		IR
Flexibility and the willingness to be adaptable	Yes		IR

### Method of assessment

Key: A=Application, I= Interview and Assessment, R=Reference, C=Certificate