
Trust Finance Officer

Department/Section: Finance

Line managed and appraised by: Finance Manager

Functional reporting to: Finance Manager and Finance Director

Permanent / All Year Round (Part Time / Job Share considered)

Grade 7 Point 14 – 17 £28,624 - £30,060 per annum (Depending on Experience)

Required for: ASAP

Main Purpose and Object:

The Finance Officer:

- Works with the finance team on all aspects of the development and effective operation of the finance function within the school
- Completing a range of financial and administrative routines relating to purchasing, sales and
- Ensures accurate cash & banking records
- Ensures collection of income due, particularly from educational activities & leisure centre
- Supports with specific HR & payroll administrative tasks
- Assists the Academy Accountant with on-going consideration of the efficiency & effectiveness of systems

Specific Duties:

Finance

- Processes orders and invoices in the accounting system
- Accept deliveries, arranging distribution to departments and matching delivery notes to invoices
- Performs Bank and credit card reconciliations
- Preparation of month end adjustments / Journal / Invoices
- Generates Purchase ledger payment runs
- Perform supplier statement reconciliations
- Prepares and upload BACS to the banking system
- Sales ledger credit control
- Perform Trips accounting and ordering foreign currency
- File routine insurance claims
- Manage petty cash
- Deals with banking of monies
- Record & collect income for lunches, trips & wrap around care
- Manage ParentMail finance set up & admin
- Budget-holders' reports
- Managed various shared mailboxes

- Payroll inputs for casual and other approved claims
- Assist with new starters, contract changes and leavers in the payroll system
- Archiving

HR

- Assists with contracts for new starters & contract changes for staff in post
- Assists with managing contents of staff HR files, ensuring contents are complete and appropriate
- Records new starters, contract changes and leavers in SIMS
- Assists with maintaining annual leave records of year-round staff: manual, SIMS & payroll systems
- Assists with preparing annual increments for authorisation

General

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos / work aims of the School
- Establish constructive relationships and communicate with other agencies / professionals.
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Person Specification

Essential

- Minimum standard of GCSE (grade A* - C) or equivalent in English and Maths
- Experience of working in a busy office environment
- Previous finance / accounting experience (at least one year)
- Good verbal and written communication skills
- Good standard numeracy and literacy skills
- Ability to proficiently use computer and finance software including word-processing, spreadsheet and databases
- Ability to maintain accurate records and filing systems
- Ability to deal with confidential data
- Initiatives and ability to prioritise own work
- Able to follow direction and work in collaboration with line manager

- Able to work flexibly to meet deadlines and response to unplanned situations
- Organised and thorough, with a good eye for detail
- Desire to enhance and develop skills and knowledge through CPD
- Working as a member of a team

Desirable

- Finance and accounting related qualifications – for example: AAT qualification
- Experience of working in a school or similar establishments
- Working knowledge of PS Financials
- Relevant personal and professional development

Updated 30th June 2025