



## **Brighter Futures MAT**

### **Job Description**

**Post Title: Senior Finance Officer**

**Pay Range: Scale SO1 – SCP 23 - 25**

### **Prime objectives of the post**

Under the direction of Senior Trust Leadership, the successful candidate is expected to provide financial and strategic support to the business in accordance with the Academy requirements.

### **DUTIES AND RESPONSIBILITIES**

#### **Financial**

- Lead the promotion and delivery of whole organisation of good financial management.
- Maintain robust and efficient financial systems and controls which deliver both statutory and non-statutory reporting in line with the Trust's financial handbook
- To maintain accounts for all funds fully and comprehensively and in line with the Trust's financial handbook by ensuring accurate recording of data in relation to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met
- Contribute to the Academy strategic planning whilst supporting the long term strategy of a sustainable financial position.
- Prepare and Complete DFE and EFSA financial returns
- Annually prepare a 3 year rolling budget in conjunction with the COO and CEO.
- Support the preparation of the annual financial accounts.
- Input and authorise online bank payments.
- To be responsible for posting direct debit and direct income receipts.
- Raise and administer invoices for recharges, ensuring invoices are paid in a timely manner.
- Oversee the recording and banking of monies received from parents and pupils.
- To assist with the preparation of cash flow calculations and projections as required.
- Leading on asset and balance sheet management.
- To ensure accurate VAT accounting and payments and that VAT reclaim returns are submitted as required
- Prepare monthly accounts and attend the Trust Board Finance committee.



- Ensure CEO and COO are provided with financial data on a monthly basis.
- To work with our external accountant and auditor.
- Approve new Suppliers, reconcile bank statements.
- Input sales ledger invoices, produce monthly payroll journal, post and reconcile.
- Claim rates relief for academy schools
- Manage financial resources to ensure the best outcomes.

### **Administrative**

- To deal with correspondence promptly, including distribution of invoices received, payment queries.
- Support with and where applicable develop and monitor financial policies and procedures ensuring compliance with financial regulations.
- Attend all relevant meetings with stakeholders as required and ensure they are given sound and necessary advice.
- Where applicable ensure the Trust is compliant with the requirements of the DfE, ESFA and other regulatory bodies.
- Monitor, plan and maintain cash flow; including implementing creditor and debtor policies
- Along with the CEO and COO assist schools joining the MAT with the academy conversion process.
- Keep abreast of financial developments across academies, including direction from the DFE and charity sector.

### **General**

The post holder's duties must always be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment, in addition to which the following will be expected of the post holder.

- Role model, energetic, determined, positive, robust and resilient leadership, able to inspire confidence and respect, and exemplify high standards of conduct and personal behaviour.
- To co-operate with management of the school as far as is necessary to ensure the responsibilities placed upon the school under the Health and Safety at Work Act, eg to operate safe working practices, are carried out as prescribed



- To refrain from acting in a prejudicial or discriminatory manner towards school users or employees – the post holder should also counteract any such practice or behaviour employed by other parties by challenging this and/or reporting it to senior management.
- Network effectively within the organisation to ensure awareness of all material business decisions to which financial input may be required.
- Demonstrate a strong desire to innovate and add value.
- Demonstrate strong commitment to performance improvement.
- To undertake annual appraisal and reviews and engage in any CPD activity appropriate to the role.
- To comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Model the agreed vision and values through own behaviour and language
- Demonstrate energy and resilience, remain calm under pressure and be able to reconcile conflicting priorities
- To undertake any other duties which may reasonably be allocated to them from time to time by senior management.

This job description is neither exhaustive nor exclusive, and it may, be subject to annual review and may be amended following discussion with the post holder.

Signed Post Holder\_\_\_\_\_

Line Manager\_\_\_\_\_