



# The Blessed Peter Snow

## Catholic Academy Trust

### JOB DESCRIPTION

#### FINANCE OFFICER

**Term: 37 hours per week, permanent, full time**

**Salary: Grade 6 - 7 (£24,294 - £28,770)**

**Holidays: 26 days plus statutory holidays**

**Reports to the Management Accountant**

**Based at the BPS Central office with travel to the Trust's Academies**

#### JOB PURPOSE

To provide an effective and efficient financial support service for The Blessed Peter Snow Catholic Academy Trust and its schools as part of the centralised finance function, ensuring compliance with Trust policy and delivering operational excellence at all times.

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

##### 1 Core purpose

- 1.1 Provide support to the Management Accountant with regard to the resource and business functions of the schools.
- 1.2 Provide administration for all aspects of finance and reporting to the Resources Committee and Trust Board.

##### 2 Relationships

- 2.1 Work closely with the Management Accountant to ensure smooth operation of finance matters.
- 2.2 Provide financial support to team members, where required.

##### 3 Financial Management

- 3.1 Calculation of accounting adjustments, e.g. accruals and prepayments.
- 3.2 Produce ad-hoc reports to assist with decision making.
- 3.3 Ensure the financial transactions of the schools are up to date to ensure accurate budget monitoring, and in line with the Trust's Financial Management Handbook.

- 3.4 Ensuring the schools' financial procedures, and appropriate, clear policy guidelines are followed in all areas of operation in relation to the Trust Handbook.
- 3.5 Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- 3.6 Ensure the cash flow for the schools are managed effectively.
- 3.7 Provide support to the Management Accountant in relation to external and internal audits as and when required.
- 3.8 Provide a robust income collection process and ensure all monies are received and banked in a timely manner and recorded correctly.
- 3.9 Assist with the Balance Sheet reconciliations on the accounting system (PSF).
- 3.10 Input accounting data into the accounting system with speed and accuracy.
- 3.11 Assist in the production of financial statements, preparation of spreadsheets, reports and correspondence as required.
- 3.12 Plan, organise and manage own workload to ensure contribution to the schools' monthly financial reporting process is achieved in a timely and accurate manner.
- 3.13 Resolution of finance related queries.
- 3.14 Assist with end of year preparation and procedures.
- 3.15 Support the Management Accountant to ensure that their responsibilities to the schools are effectively undertaken through, as appropriate, delegation to yourself. Many of these will be listed within this Job Description; however, due to the nature of the role, support in other aspects may be required with appropriate support and direction.
- 3.16 Any other duties that may be deemed appropriate to this role.

## **4 Governance**

- 4.1 To support the Management Accountant in the timely production of reports and data.

## **5 Other duties and responsibilities**

- 5.1 Contribute to the wider life of the Trust.
- 5.2 Carry out any such duties as may be reasonably required by the Management Accountant and/or the Director of Finance.
- 5.3 Be aware of and comply with all policies, including, the responsibility around child protection, personal health, safety and welfare.

*This appointment is with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the contract of employment*

## PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 x A*-C (9-5) at GCSE including English and Maths.	<b>E</b>	✓	
2.	Evidence of continuous professional development.	<b>D</b>	✓	
3.	A degree qualification or equivalent.	<b>D</b>	✓	
4.	Working towards a professional qualification in Accountancy.	<b>D</b>	✓	
<b>EXPERIENCE</b>				
5.	A minimum of three years finance experience.	<b>D</b>	✓	✓
6.	Experience of managing finance and administration systems and procedures.	<b>E</b>	✓	✓
7.	Experience of a financial accounting package.	<b>E</b>	✓	✓
8.	Previous experience of providing finance support in an educational setting.	<b>D</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Ability to build and maintain effective working relationships with a wide variety of people, demonstrating excellent communication skills.	<b>E</b>	✓	✓
10.	Ability to maintain strict confidentiality in all matters.	<b>E</b>	✓	✓
11.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments.	<b>E</b>	✓	✓
12.	Good knowledge of effective IT administration systems, including MS Office, particularly MS Excel.	<b>E</b>	✓	✓
13.	Good knowledge of financial procedures and regulations.	<b>E</b>	✓	✓
14.	Ability to prioritise conflicting demands and thrive under pressure.	<b>E</b>	✓	✓
15.	Ability to take a problem solving approach to tasks, and develop well thought through, valid and financially sound solutions.	<b>E</b>	✓	✓
16.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	<b>E</b>	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
PERSONAL QUALITIES				
17.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
19.	A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency.	E	✓	✓
20.	Adaptability to change and embracing of innovation and creativity.	E	✓	✓
22.	Committed to the professional development of colleagues and self.	E	✓	✓
23.	Commitment to support The Blessed Peter Snow Catholic Academy Trust's agenda for safeguarding and equality and diversity.	E	✓	✓