



Job Description

Job Title	Trust Central Finance Officer
Pay scale	Scale 5 (scale points 12 -15) 36 hours per week 42 weeks per annum (some flexibility available)
Location	To be agreed / Flexible working available
Responsible to	Finance Business Manager
Purpose	Collecting, processing, recording, reconciliation and reporting financial information and those activities related to these transactions for academies within the Trust.
Job context	Working collaboratively with colleagues across a number of schools within the Trust, and the trust central finance to provide an effective and efficient finance support function.
Responsibilities	<p>Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Finance Business Manager.</p> <ul style="list-style-type: none">● Input purchase /sales orders/ invoices into PSF● Place authorised orders with Suppliers● Input Credit Card Statements into PSF and monthly reconciliation● Satisfactorily resolve all queries related to orders / sales● Match and check all documents relating to the purchase / sales ledger● Check and process invoices on the school PSF system in accordance with Trust procedures ensuring correct amounts of VAT are charged where applicable● Liaise with School Business Managers (SBM) on non-order purchase invoices for authorisation● Liaise with SBM to generate sales invoices● Arrange for order returns as required● Maintain strong relationships with schools and suppliers● Process staff expenses● Prepare / run BACS payments● Set up of new supplier accounts and maintain existing account details● Reconciliation of supplier statements● Filing as required● Manage Petty Cash postings● Financial Data Entry● ParentPay input e.g. refunds, financial queries, producing reports, reconciliation as required● Point of contact for all relevant enquiries



	<ul style="list-style-type: none"> • Ensure school account balances are reconciled at least monthly and up to date • Prepare invoices e.g. breakfast club, after school clubs, ad hoc invoices as required • Perform routine financial activities • Monthly bank reconciliation • Carry out month end postings / reconciliations to support SBM in preparation of month end reports. • Production and distribution of budget statement reports as required by the SBM • Provide financial administration support during budget preparation • Assist with Year End e.g. maintaining a schedule of prepayments / accruals • Provide copies of documents for all audits as required in a timely manner
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none"> • Undertake any training commensurate with the post. • Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. • Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>

Person Specification

Attributes	Evidence	Essential	Desirable	Evidence
Qualifications	Finance / Accounting related qualifications Studied to a minimum standard of GCSE (or equivalent), in English and Mathematics	Y	Y	Application Form
Professional Experience and Knowledge	Previous finance / accounting and administration experience Experience of working in a busy office finance environment. Experience of PS Financials, including purchase ledger,	Y Y Y		Interview/ Test Application Form Interview Test



	<p>sales ledger, bank reconciliation, BACS procedures, producing reports</p> <p>Experience of working in schools / academies / MAT</p> <p>Experienced in Excel and Microsoft office packages</p> <p>Experience of ParentMail</p> <p>Experience of using HCSS budget software</p>	Y	Y Y Y	Application Form
Personal aptitude, qualities and skills	<p>Initiative and ability to prioritise one's own work.</p> <p>Able to follow direction and work in collaboration with line manager and team members.</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations</p> <p>Efficient and meticulous in organisation</p> <p>Excellent numeracy and literacy skills</p> <p>Ability to respond to communications (both via digital means/ telephone/ in-person) effectively and efficiently.</p> <p>Supportive of LiHT values and ethos</p>	Y Y Y Y Y		Application Form Letter of Application References Interview Test