

Job Description: Finance Officer

Post Title:	Finance Officer
Job Purpose:	<p>To provide an effective and efficient financial support service to St Clare CMAT and its schools.</p> <p>To support the delivery of timely, accurate and meaningful financial management information to a variety of internal and external user groups.</p> <p>To provide advice and support to finance and non-finance colleagues and stakeholders on a proactive basis identifying areas for improvement and applying best practise.</p> <p>Build partnerships and maintain strong relationships with all key stakeholders both internal and external.</p>
Responsible to:	Chief Financial Officer and Head of Finance.
Responsible for:	Finance Apprentices and Finance Assistant.
Internal Relationships:	Working CEO, CFO, Principal, Senior Leadership Teams, Support Service Team Budget Holders, Procurement and Contracts Officer, Trust Staff and Learners.
External Relationships:	Working Education Skills Funding Agency, Local Authorities, Internal and External Auditors, Contractors and Suppliers, Partner Academies, HMRC, Parents and Guardians.
Hours of Work:	30 - 37 Hours per week – Term Time - Full Time
Grade and Range of Post:	NJC Range 17 – 26 (£26,845 – £32,909) Pay Award Pending
Current Base:	Hallam Pastoral Centre or at any premises used from time to time by St Clare CMAT, unless your duties take you elsewhere. St Clare CMAT reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

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<p>Disclosure Level:</p>	<p>This post is subject to an enhanced DBS check</p>
<p>Main / Core Duties:</p>	<p>Ensure timely and accurate processing of financial transactions maintaining effective controls</p> <p>Liaison with colleagues across the Trust to enable effective, efficient and timely processing of transactions</p> <p>Monitoring and maintaining operational compliance with the Trust's scheme of financial delegation and procurement thresholds</p> <p>Monitor purchase ledger identifying anomalies or duplicates and resolution including any overlap with direct debit accounts.</p> <p>Prepare suggested payment runs, checking associated paperwork for accuracy/compliance and upload for approval</p> <p>Review proposed new suppliers/service provides in consultation with the Procurement and Contracts Officer.</p> <p>Review the aged creditors and debtors ledger and address/reconcile any inaccuracies</p> <p>Maintain and reconcile the trips and fundraising ledgers on a monthly basis.</p> <p>Allocation and reconciliation of sales ledger</p> <p>Maintenance of Purchase; Sales; Staff and Bursary ledgers including regular housekeeping</p> <p>Timely and accurate processing of Nominal receipts</p> <p>Process cash book expenditure into the ledger</p> <p>To monitor and supervise the reconciliation of key control accounts including but not limited to:</p> <ul style="list-style-type: none"> • Trust bank and deposit accounts • Debtors control account • Creditors control account • Commercial procurement control account

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	<p>Review the aged creditors and debtors ledger and address/reconcile any inaccuracies</p> <p>Prepare monthly and annual journal adjustments including control of intercompany transactions</p> <p>Undertake systems administrative responsibility for:</p> <ul style="list-style-type: none"> • Third party aggregate income software e.g. ParentPay • Commercial banking software/systems • Commercial procurement card programme • Trust's financial management software (IRIS) <p>Review any documents rejected by the Trust's financial management software and resolve as required.</p> <p>Provide direct operational finance support to key areas of the Trust's operations e.g. English and Maths Hubs and SCITT</p> <p>Direct support in the preparation of financial reports and submission of associated ESFA returns.</p> <p>Direct support in the preparation of the Trust's annual financial statements, VFM statement and annual return.</p> <p>Manage all routine enquires from internal and external stakeholders.</p> <p>Investigate and resolve more complex queries and issues across the range of financial transactions with the support of the Head of Finance.</p> <p>To ensure contentious, complex and/or high value transactions are correctly identified and referred for approval.</p>
<p>Operational Planning:</p>	<p>To manage own workload to ensure the timely, accurate and consistent provision of management reports.</p> <p>To co-ordinate with departmental colleagues to ensure sufficient time and resources are scheduled to support key internal and external reporting/submission deadlines.</p> <p>Support the operational effectiveness of the department and provide cover where appropriate.</p>

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<p>Service Development:</p>	<p>Work with colleagues to deliver agreed finance procedures and processes as well as developing a programme of financial awareness and literacy amongst those with financial and decision-making responsibilities.</p> <p>Stimulate best practice and alignment of financial reporting within St Clare.</p> <p>Provide a customer focused service, ensuring that effective and constructive working relations are developed and maintained.</p>
<p>Staffing and Staffing Development:</p>	<p>To identify training needs within the finance and wider non-curriculum staffing structure and provide appropriate guidance and training or make other suitable recommendations for action.</p> <p>To assist in the delivery of high quality and value adding performance management reviews, taking corrective and positive action promptly, when required.</p>
<p>Recruitment / Deployment of Staff:</p>	<p>To support the recruitment process so far as in that it relates to the recruitment of finance colleagues and/or those individuals who will have a financial responsibility/obligation to discharge.</p>
<p>Quality Assurance:</p>	<p>To ensure all transactions and associated documentation comply with the scheme of delegation and standard accounting policies and procedures.</p> <p>To comply with and support the work of the internal and external audit teams.</p> <p>To maintain the monthly and year end closedown process ensuring the timely delivery of monthly management accounts.</p> <p>To identify and highlight any breach of St Clare's policies and procedures and financial regulations.</p>

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Management Information and Administration:	<p>To maintain the confidentiality of all personal and financial information relating to the activities of St Clare and related parties.</p> <p>Ensure compliance with the requirements of GDPR.</p>
Communications:	<p>To ensure all communications with service users and stakeholders reflect the culture and values of St Clare CMAT.</p>
Marketing and Liaison:	<p>Develop, nurture and maintain the positive image of St Clare Catholic Multi Academy Trust.</p> <p>Attend all functions and meetings as directed by the CFO to support the delivery of the role and promote the values of St Clare.</p>
Management of Resources (Other than People):	<p>To take responsibility for the safe use and safe keeping of all resources provided for delivery of the role of Financial Accountant.</p> <p>To constantly strive for VfM and greater efficiency in the use of public and charitable funds and donations.</p>
Corporate Responsibility:	<p>To abide by and implement all policies and procedures of St Clare, including being aware of and responsible corporately and individually for Health and Safety.</p>
Other Specific Responsibilities:	<p>To contribute to the overall aims and objectives of St Clare by ensuring the core values are exemplified in your attitude, language and behaviour.</p> <p>To continue personal development in areas relevant to your role and to participate in staff performance management and appraisal reviews.</p>
General Statement:	<p>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.</p>
Safeguarding:	<p>St Clare is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff</p>

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	and volunteers to share this commitment and individually take responsibility for doing so.
Date:	16 June 2023