

## JOB DESCRIPTION

<b>Job Title</b>	Senior Finance Officer		
<b>Location</b>	Exeter Learning Academy Trust Schools (Based at one or multiple ELAT schools)		
<b>Reporting to</b>	CFO		
<b>Job Terms</b>	35 hours per week Term Time only plus 2 weeks (40 weeks)		
<b>Post Number</b>	ELAT006	<b>Grade</b>	E
<b>Department</b>	Central Office	<b>Effective date of JD</b>	08/7/21

### Job Purpose including main duties and responsibilities:

Provide support to the CFO in the day to day processing and monitoring of the school's finance and administration functions. Operate, maintain and develop the financial and administration procedures and systems in the schools.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### Main duties and responsibilities:

- The main duties are to process the school's financial information in the ELAT Finance system, we currently use SIMS Finance.
- Process the school's finances in accordance with the ELAT Financial Procedures and the Academy Trust Handbook.
- Process and reconcile financial records e.g. purchase invoices, income, payroll, journals, a bank account, credit cards and petty cash.
- To prepare and format reports for management accounts.
- To monitor income and expenditure against budget.
- Prepare estimates for annual forecasting.
- To help prepare the annual budget with the CFO
- To prepare estimates and costings for goods and services ensuring best value.
- To record all recurring contracts.
- To support the school administrators as directed by the CFO.
- Oversee and be responsible for single central record and provide support for processing DBS checks.
- To manage and maintain the school's online payment system currently School Gateway.
- Run the School Pupil Census
- Provide the information for statutory and non-statutory returns e.g. audit.
- Support the school administration staff by having a broad knowledge and practical experience of finance and office administration.
- Ensure internal policies, procedures, guidance and best practice are correctly implemented.
- Ensure that health and safety and child protection regulations are observed at all times.
- Adhere to all safeguarding procedures and policies.
- Be part of a Central Finance team delivering accurate and consistent, support to schools.

**Links with other officers, Pupils, Service users or Members of the Public:**

- Daily contact is made with the CFO around operation matters and the strategic development of Exeter Learning Academy Trust.
- Regular with the Headteacher and senior teaching staff on school operational matters, primarily around the supply or gathering of information and including providing recommendations.
- Frequent contact with the HR Manager, Estate and Compliance Officer and all Central staff. Contact with outside agencies, Devon County Council, and external providers regarding procurement.
- To liaise with all appropriate agencies and external specialist staff.
- Parental contact regarding financial matters.

**Central Team**

- Be an active contributor to the Central Team including weekly meetings
- As part of The Central Team design, develop, review and implement financial and administration systems, including GDPR and Health and Safety across the Trust Schools.
- Be able to advise, guide or make recommendations on complex programme/ development issues affecting Trust schools, specifically concerned with long term planning, finance and allocation of resources. Able to correctly apply internal policies, procedures, guidance and best practice.
- Provide support to other Central staff as directed by the CFO
- Process the Central Office finances as directed

**Administrative Systems**

- Maintain, develop and ensure the security of the school's electronic systems and databases ensuring that information held is accurate and up to date.
- Develop and maintain financial information and files in line with statutory requirements and according to best practice.

**Work Demands:**

- The post holder will need: to be equipped to exercise considerable initiative with guidance in performing all duties of the post, seeking necessary advice where appropriate; deal effectively and calmly with emergencies, should they arise and apply a strong sense of vision and commitment to customer service provision and quality assurance.
- The post is based in a busy office that is subject to constant interruption. It is critical that the post holder can prioritise their work effectively.
- In addition to interruptions during school time, there is a need to adhere to numerous deadlines. There is an expectation that reports and returns will be delivered on time. These include monthly reconciliations, payments, reports, statistical returns and payroll documentation.
- Requests for information are constant and need to be prioritised. Some deadlines and timescales are fixed corporately, so it is not always possible to negotiate a specified time so there are competing pressures.
- This post is performed within an office environment. Occasional lifting of boxes is required.

**This role will require travel across the academies within Exeter Learning Academy Trust and therefore being able to drive is essential.**

*At ELAT all staff are expected to model the behaviours of a professional at all times.*

Name: (Printed)			
Signed:		Date:	
Line Manager:		Date:	

**Person specification (all essential unless marked as desirable):**

### **Experience**

- Substantial administrative skills within an educational background
- Substantial financial skills within an educational background
- Excellent task management skills for self and others – ability to meet tight deadlines
- Previous work in Primary schools (Desirable)
- Excellent IT skills including advanced knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint
- Proven ability to manage own time effectively
- Experience of drafting documentation for the approval of others
- Ability to solve problems and implement effective procedures
- Ability to assimilate large amounts of disparate information and to analyse and make judgements on complex subject matters
- Ability to communicate clearly and use appropriate language both orally and in writing
- Experience of servicing committees and taking follow-up action
- Ability to build collaborative working relationships with peers and colleagues
- Proven ability to apply tact and diplomacy and good interpersonal skills, dealing with staff at all levels
- Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude
- Flexible, positive and creative approach to work and meticulous attention to detail
- Experience with challenging and vulnerable clientele (Desirable)

### **Strategic Thinking**

- Problem solver, strategic thinker and planner
- Ability to provide strategic financial advice to others

### **Education and Training**

- GCSE English and Maths at Grade c or above or equivalent
- Financial qualification (Desirable)
- Business Administration qualification (Desirable)

### **Equal Opportunities**

- Staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties.

***The Local Governing Body and Directors are committed to safeguarding and promoting the welfare of children and young person and Head teachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced DBS.***