

EMBRACE FINANCE SHARED SUPPORT SERVICES

Job Description

Job Title:	Trust Finance Officer
Base:	Embrace Head Office at Croft C of E Primary School
Hours of work:	30 hours per week x 40 weeks per annum (days/hours to be discussed at interview)
Grade:	10
Salary:	Full time equivalent - £28,704 - £32,241 per annum (pay award pending) Actual salary - £20,515 - £23,043 per annum

Reporting to: Chief Financial Officer (CFO)

Purpose of the role: The trust finance officer will work in close cooperation with the CFO to ensure that an appropriate financial framework is in place to enable the central finance function to operate efficiently and effectively.

Key responsibilities:

1. To manage the administration of the trust's payroll for all Embrace employees ensuring the external payroll provider has all relevant information by strict deadlines to ensure employees are paid accurately and in a timely manner. Ensure all appropriate payroll checks, reconciliations and all other payroll and pension returns are completed to relevant deadlines.
2. To deliver effective financial operations across Embrace Multi Academy Trust.
3. To ensure that the trust complies with its obligations and responsibilities as set out by the ESFA in the latest version of the Academy Trust Handbook.
4. To advise and support the CFO and trust leader in the financial aspects of their responsibilities, including that of trust accounting officer.
5. To ensure compliance and monitoring of the trust's financial management procedures and financial scheme of delegation.
6. To provide financial analysis and projections to support decision making, budgets, forecasting, and strategic planning for the trust.
7. To ensure best financial practice is observed and carried out within the trust and challenging current performance where appropriate.
8. To assist in the management and coordination of the annual statutory accounts exercise for the trust and supporting information for audit.
9. To ensure that internal and external audits run smoothly and efficiently for the trust academies through prompt and accurate responses to auditor queries. To take appropriate actions for any recommendations made.
10. To assist the CFO on statutory reporting and returns, including the consolidated trust statutory accounts, budgetary and financial returns to the ESFA, and any other payroll, pension or other returns that are necessary.



11. To assist with the processing of all financial data on the trust's financial management system, including all BACS payments.
12. To develop data and finance systems across the trust, as required to meet business need.
13. To support the wider strategic vision of the trust, always acting as an advocate and ambassador for the trust.
14. To support the development of trust-wide finance-related policies.
15. To develop and maintain outstanding relationships with academy members of staff at each school, working particularly with business/office managers and headteachers.
16. To ensure services provided to the academies are of the highest quality.
17. To support the CFO in driving performance and efficiency.
18. To assist in supporting the growth of the multi academy trust, including development of governance and financial management.
19. To line manage centralised finance team colleagues as the trust grows.
20. Finance - schools:
 - a. To provide timely, accurate and practical information and advice to trust schools in accordance with trust finance policies and procedures.
 - b. To assist the finance support officers and trust schools with payroll queries and other finance queries
 - c. To complete finance work for other academies, as reasonably requested by your line manager and commensurate with the grade of the post.

General:

1. To be prepared, when work dictates, to work out of office hours.
2. To promote and safeguard the welfare of pupils.
3. To undertake administrative duties including manipulating data and extracting information as required.
4. To be willing to analyse needs and organise time effectively to maximise own impact in the role.
5. To undertake any other duties commensurate with the level of the post, as directed by the trust leader.

Special factors

Subject to the duration of the need, the special conditions given below apply:

- a. The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- b. The postholder may be required, at times, to work across other schools/establishments/relevant agencies in the locality.
- c. Expenses will be paid in accordance with the Local Conditions of Service.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

All new appointees are employees of Embrace Multi Academy Trust. Our contract of employment contains a mobility clause stating that your usual place of work is at Embrace Head Office, but that the trust may reasonably require you to be based at another academy within the trust.



Embrace Multi Academy Trust will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.

This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

Embrace Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment.