

## **Job Description**

<b>Title:</b>	<b>Finance Officer</b>
<b>Accountable to:</b>	<b>Financial Controller</b>
<b>Salary:</b>	<b>Grade 4, £20,493 to £23,080</b>
<b>Hours:</b>	<b>37 hours per week, all year round</b>
<b>Location:</b>	<b>Flexible office bases across Flying High Partnership including home working</b>

### **Position Overview**

At the Flying High Partnership, we are relentless in our pursuit of excellence and we want you to share in our mission to make every day count for the children within our schools.

Each of our individual roles has an impact on the future of our children and so, we put them at the heart of the decisions we make and the services we provide. Our aim as a Finance team is to ensure that we provide high quality, efficient and effective financial systems and procedures, alongside to ensure that every penny we receive and every financial decision we make is focused on providing the very best education for all our children.

The overall purpose of the role is to provide an efficient and effective financial administration service which ensures that the Trust meets all of its financial obligations. This will be evidenced through excellent organisational skills, clear and accurate work, the ability to multitask, plan and prioritise workload, successful task completion, meeting deadlines, confidentiality and the ability to work on your own initiative.

This is a varied role and will involve working closely with the central finance team, the wider central team and budget holders, school finance staff, external suppliers and other relevant external bodies.

### **Main duties**

- To provide administrative support to the central finance team
- To undertake responsibility for operational financial administration including:

- Raising and processing purchase orders
- Receiving goods
- Invoice processing
- Generating BACS payments for checking and authorisation
- Administration and processing of charge card(s)
- Travel and subsistence claims
- Sales Invoices
- Receipt and banking of income

- Ensure best value purchase for all supplies and services to ensure the effective use of resources
- Entering suppliers onto the Trust Finance System and maintaining the trust wide purchase ledger
- To set up and monitor annual orders/service contracts
- Support data entry for monthly GAG transfers
- Monitoring the finance e-mail accounts and assist with the appropriate actions to resolve queries
- Collation of monthly reports from schools in line with Trust policies
- Provide administrative support in the preparation of monthly VAT claims
- To support staff with financial queries
- To support and advise school office teams with basic operational queries on the Trust Finance system e.g. cancelling purchase orders, cancelling cheques /payment runs, searching for transactions
- Liaise with School Business Managers and external auditors to assist information flow during the interim and year end audit

### **General Duties**

- Engage as an active member of the central team
- Be a flexible and supportive member of the team
- Be willing to undertake professional development where appropriate

### **Job Requirements**

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST). – you need to be able to demonstrate how you will score this. The AF ones will be how you shortlist – these headings will be used in your shortlisting matrix



Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>		
Studied to a minimum standard of GCSE (grade A*-C), or equivalent in English and Maths		AF
Foundation certificate in accounting (Level 2)		AF
<b>Experience</b>		
Previous experience in a finance related role	AF	
Working as a member of a team	AF/I	
Experience of prioritising work load, time management and conflicting priorities	I	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	I	
Experience of using PS Financials or other academy accounting systems		AF
Experience of working in a school or an academy Trust environment		AF/I
Ability to suggest improvements to systems or processes		I
<b>Behaviours</b>		
Excellent interpersonal skills	I	
Professional and approachable	I	
Ability to problem solve as part of a team or working alone		I
Confident at following through on tasks and resolving queries	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
<b>Skills</b>		
Excellent verbal and written communication skills	AF/I/AST	
Excellent IT skills and the ability to use all MS Office programs especially Excel, Word, Office 365	AF	
Excellent planning and organisation skills	I/AST	
Ability to work to tight deadlines, managing and prioritising time effectively	I/AST	
Ability to ensure effective two-way communication	AF/I	
High degree of attention to detail	AST	
Ability to work independently, flexibly and use own initiative to	I	

overcome obstacles		
Creating reports and spreadsheets and analysing data	AST	
<b>Attributes</b>		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Have a positive attitude to personal development and training	AF/I	
Open to learning and change	I	
Committed to putting children's education first	I	
<b>Other</b>		
Be able to work at times and locations aligned to service provision	I	
Occasional work outside normal working hours - prior notice given		I
Commitment to get stuck in with Partnership and Trust wide activities		I
Ability to travel to all Trust sites		I

### Person specification

- Excellent time management and organisation skills
- Maintain a flexible approach to tasks they are required to undertake
- Be proactive and maintain motivation to deliver their role
- Be a team player and be prepared to support other areas of the Partnership as the work load dictates
- Understand links across the various teams within the Partnership and how their role links with these
- Excellent customer service
- Uphold the Trust Behaviours at all times
- Can work effectively without direction
- Has an eye for detail
- Is willing to roll up their sleeves up and get stuck into the wider Partnership activities
- Is resilient