

## Job Description

<b>Job Title</b>	Alpha Trust Finance Officer
<b>Grade</b>	Scale 7 Pt (18 – 24)
<b>Reports to</b>	Chief Finance and Operations Officer (CFOO) and Trust Finance Manager (TFM), CEO Alpha Trust
<b>Responsible for</b>	N/A
<b>Liaison with</b>	CFOO, TFM, Finance Office staff
<b>Job Purpose</b>	Managing the day to day financial operations and records of the various Trust divisions.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To be responsible for the day to day administration of the Trust finances and to ensure such matters are handled in accordance with the Trust and ESFA financial regulations.</li> <li>• To ensure maintenance of proper accounting records. This includes all financial functions, VAT accounting, cash handling, public and private funds</li> <li>• To liaise and work collaboratively with local schools' finance links in Trust schools.</li> <li>• To liaise with suppliers to ensure invoices are received in good time and confirming their bank account details are correct and accurately recorded</li> <li>• To assist with enquiries and dealing with routine telephone calls</li> <li>• To ensure prompt payment &amp; accuracy of supplier invoices</li> <li>• To prepare weekly BACS run</li> <li>• To process financial accounts up to trial Balance Sheet reconciliation</li> <li>• Assist the TFM with the annual budgets for approval by the CEO and Trust Board, with due regard to past records, trends, inflation and indications of the level of expected income as advised by ESFA</li> <li>• To monitor the actual budget against expenditure and give notice to the CFOO and TFM of any significant variations</li> <li>• To liaise regularly with the CFOO and TFM to keep them informed of all matters of importance connected to the management of the schools' finances. To assist in updating (on a monthly basis) the status of the management accounts and financial projections for the academic year</li> <li>• To assist in providing budget details to the CFOO and TFM for appropriate Governor Meetings throughout the year</li> <li>• To ensure the Finance Department complies with all financial regulations</li> <li>• Monitor payments of salaries by Payroll Services ensuring that the required returns are completed to deadlines e.g. superannuation, taxation and NI</li> <li>• To make monthly checks in conjunction with the TFM for bank reconciliation and payroll returns</li> <li>• To assist, where required, in completing the annual returns required by the following agencies, TPA (pensions), HM Revenue and Customs (Income Tax, NI and VAT), ESFA (rates) etc.</li> <li>• To assist in preparing and submitting any financial returns as required by ESFA or DfE.</li> <li>• To prepare all the documentation necessary for the annual audit</li> <li>• To assist in maintaining an Assets Register</li> <li>• To ensure services represent the best value for money – collaborate with other groups where appropriate, ensuring cost effective procurement</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• Follow all Alpha Trust and Colchester County High School for Girls policies and procedures</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Principal to carry out appropriate duties within the context of the job, skills and grade</p> <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>
<b>Health and Safety Responsibilities</b>	<p>All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to act. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.</p> <p>Their responsibilities include:</p> <ul style="list-style-type: none"> <li>• Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.</li> <li>• Ensuring managers under their control carry out their health and safety responsibilities.</li> <li>• Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours.</li> <li>• Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.</li> <li>• Ensuring the health and safety competence and capability of employees under their control.</li> <li>• Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.</li> <li>• Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.</li> <li>• Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Executive Principal or Governing Body.</li> <li>• Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.</li> </ul>

**This job description does not form part of the contract of employment. It describes the way the post holder should perform and complete the particular duties set out above. It will be reviewed annually as part of the Performance Management cycle.**

**Person Specification**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	An appropriate professional qualification is desirable Experience of working at a management level within an organisation Experience of working with PS Financials software desirable
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management Understands the school and ESFA and financial systems and procedures A working knowledge of payroll and employment issues
	Literacy	Excellent literacy skills, GCSE English or equivalent to Grade C
	Numeracy	Excellent numeracy skills, GCSE Maths or equivalent to Grade C. Further numeracy qualifications desirable
	Technology	Highly competent ICT skills
<b>Communication</b>	Written	Ability to assist in the production of financial returns and write letters and reports.
	Verbal	Ability to exchange information clearly and sensitively.
	Languages	Use initiative to overcome any communication barriers with children and adults.
	Negotiating	Effective negotiation skills and the ability to achieve best possible outcomes. Ability to effectively manage difficult or controversial exchanges.
	Confidentiality	Ability to keep information confidential
<b>Working with children</b>	Behaviour Management	Understand and implement the school's Behaviour Management Policy and SEN Policy, as required.
	Curriculum/School organisation	Good understanding of the learning experience provided by the school in relation to the role
	Child Protection & Safeguarding	Basic understanding of requirements and responsibilities under Child Protection & Safeguarding
	Health & Wellbeing	Understand and promote the value of emotional and physical wellbeing in adults and children. Take responsibility for own wellbeing.
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the Trust.
	Relationships	Patience and the ability to deal with a wide range of demands from a variety of people. Ability to establish rapport and respectful, trusting relationships. Ability to build open and honest relationships.

	Team work	Work creatively within a team environment as a team member. Be an exemplar for values and behaviours. Ability to work independently.
	Information	Develop and implement highly effective systems to share and safeguard information
	Equalities	Demonstrate commitment to treating all people fairly
<b>Skills</b>	Organisational Skills	Experience of financial planning, financial management and budgetary control within an organisation. Have the ability to plan and organise at both the tactical and strategic level
	Line Management	N/A
	Time Management	Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met.
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently.
	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	General understanding of Health & Safety.
	Confidentiality/Data Protection	Understand and compliance with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members