

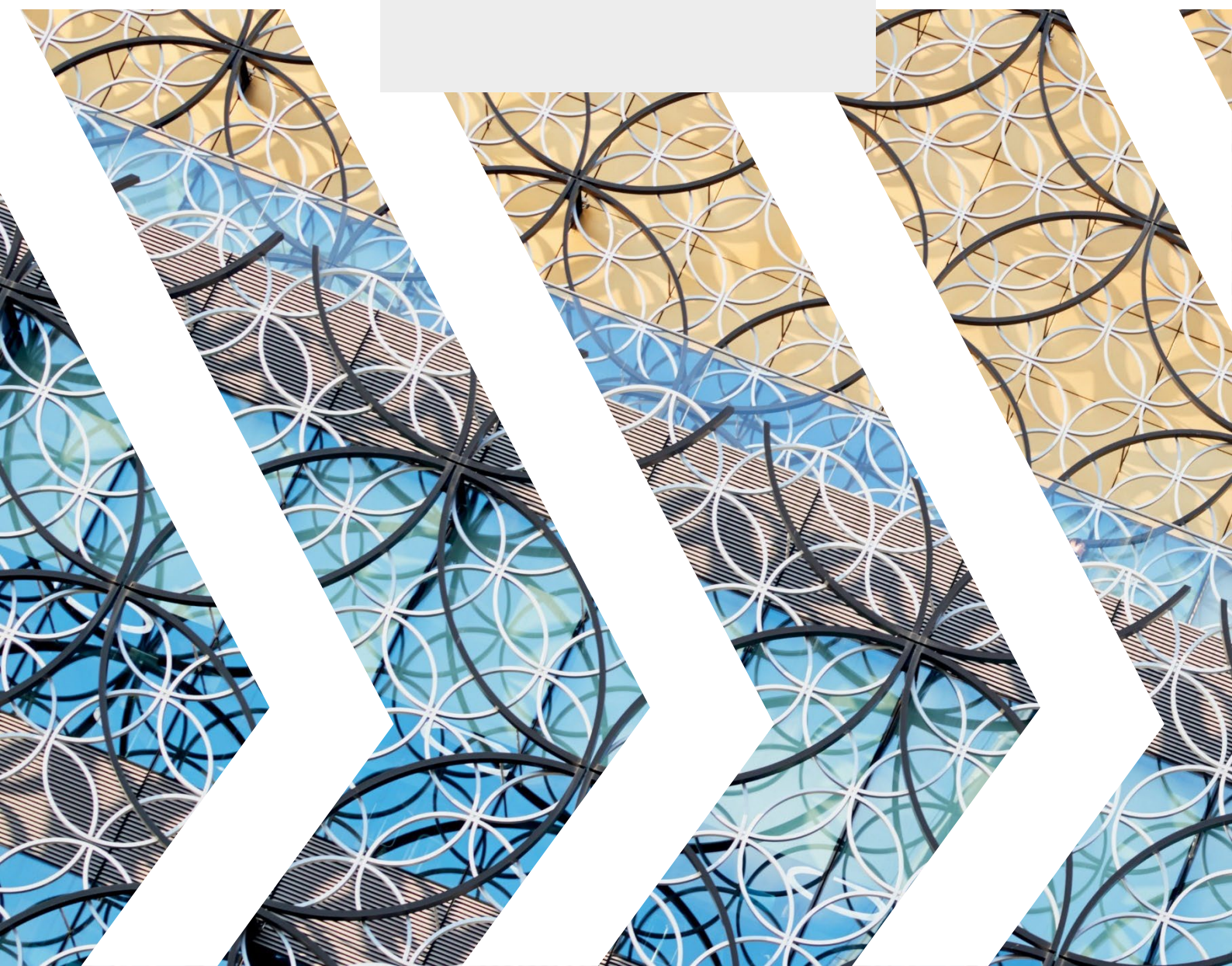


FAIRFAX

MULTI-ACADEMY TRUST



Finance Officer
JOB DESCRIPTION



JOB DESCRIPTION

POST HOLDER**RESPONSIBLE TO**

Accountant

LINE MANAGEMENT OF

None

WORKING HOURS

37 hours per week
Half an hour unpaid lunch break
Term time plus 10 days

WORKING PATTERN

Monday to Thursday 8:00 – 16:00hrs
Friday 8:00 – 15:30hrs

SALARY

FMAT Scale SO1

HOLIDAY ENTITLEMENT

A paid entitlement of 25 days annual leave and 8
statutory bank holidays

JOB PURPOSE

To provide a proactive, forward-thinking, trust-minded, competent and consistent Finance service across the Trust and contribute to the overall success of the Finance department. To provide financial oversight and support to the Trust Accountant ensuring that Trust financial processes and procedures are followed and maintained.

Supporting the Trust Accountant, to be responsible for completing the monthly period end tasks and supporting with the completion of monthly management accounts.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Chief Operating Officer and Accountant than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Support with the preparation and monitoring of Management Accounts for budget meetings
- Support with the preparation of monthly budget monitoring reports and analysis of budget variances
- Support with the preparation and completion of month-end tasks.
- Ensure efficient processing of financial transactions in accordance with Trust Financial Regulations
- Support the Accountant with year-end preparations

- Support the accountant with internal and external audits
- Support the Accountant with monthly bank reconciliations
- Support with the operation of the Trust's bank accounts for public, private and charitable funds and reconcile on a monthly basis, including charge card payments
- Provide financial information as required
- Quality assure financial transactions
- Ensure the timely processing of financial transactions and when necessary uploading invoices on to the financial system for creditor or direct debit payments
- To complete monthly system reviews checking for transaction accuracy
- Support with the maintenance of the approved supplier list and the contracts register
- Ensure all financial administration is completed in a timely manner
- Develop and implement efficient and effective financial administration processes.
- Oversee the expenses-claim process and respond to any queries
- Be responsible for the Trust's asset management ensuring assets are recorded and logged in line with policy and procedure
- Maintain an accurate fixed-assets register and inventory
- Support the Accountant in the management of the Trust's accounting system, maintaining the charts of accounts and system parameters
- Manage certain ledgers within the Trusts Accounting Software, such as assets and contracts
- Support with the integrated risk framework and assessment of risk throughout the central services

GENERAL

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process
- Perform any other such duties as the Chief Operating Officer and the Accountant may from time to time determine

ÆQRŃM RÆCIFICAIŃM

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- Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail
- Recent experience in an administrative role, ideally in a Finance department

- Experience of working in a Finance department
- Good knowledge and understanding of safeguarding requirements in a school setting
- Experience of working in Finance in the education sector

AF1

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- Educated to GCSE level A* - C or equivalent in English and maths

- AAT qualification

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- Good planning and time management skills, confident working within restricted timescales, well developed organisational skills
- Excellent administrative skills

AF1

<ul style="list-style-type: none"> • Good verbal, listening, literacy and written communication skills • Excellent attention to detail and ability to work to the required standards of accuracy and presentation 		
Bdğ Zümrt Öz-Asşat şdr		
<ul style="list-style-type: none"> • Pleasant and confident telephone manner • Ability to prioritise and deal with conflicting demands • Ability to work autonomously with minimum supervision, or as part of a team as necessary • Ability to maintain confidentiality and deal with situations in a tactful manner 		<p>AF71</p>

I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING FUTURES

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.