

Job description

Job Title: Finance Officer

Reports to: Finance Manager (North)

Location: Salford, occasional travel to Darwen will be required.

Purpose of the Job

To provide a customer-focused and effective finance shared service operation that facilitates accurate, timely and efficient processing that meets the needs of all customers and stakeholders.

To ensure that the Trust's financial processes adhere to financial regulations, the Academies Financial Handbook and any other requirements specified by the Finance & Resources Director.

To complete a payroll administration service in close liaison with the payroll service provider.

Main duties and responsibilities

1. Financial processing

- Ensure all purchase order requests are efficiently and accurately processed and are correctly coded;
- Receive, check and process invoices and credit notes, ensuring that they accurately reflect works completed or goods and services received;
- Prepare payments for suppliers ensuring that they are paid within their credit terms;
- Review supplier statements and investigate all queries through to resolution;
- Liaise proactively with budget holders in order to ensure transactions are accurately and efficiently processed;
- Ensure all sales invoice requests are processed on a timely basis and are correctly allocated to the appropriate school(s);
- Ensure new supplier account requests are processed quickly and in line with best practice;
- To administer petty cash, credit card and staff expense transactions including basic reconciliation of the associated ledgers.
- Support the Finance Manager in debt collection processes;
- Produce financial journals as part of the monthly reporting process.

2. Financial administration

- Check the finance email account regularly, acting upon or forwarding the action to colleagues as appropriate;
- Maintain excellent electronic and manual filing systems and audit trails for all financial processes;

- Monitor and administer arrangements for student trips and the sale and issue of uniforms;
- Forward transactions for approval within the policies and limits set out in the scheme of financial delegation.

3. Communication

- Maintain good communications with suppliers, customers and other parties, including banks;
- Manage strong and effective communications with all service users, maintaining a customer – service ethos at all times.
- Be the main point of contact for staff / supplier queries.

4. Any other duties

- Comply with the Trust's policies, financial regulations and scheme of delegation at all times
- Undertake any other duties as required by the Finance Manager.

Personal specification

Attributes E= Essential D= Desirable	E/D	App Form	Interview
Knowledge			
Knowledge of academy financial controls and regulations	D	Y	Y
Knowledge of Resource 32000/RF8	D	Y	Y
Skills/Abilities			
Good interpersonal skills	E	Y	Y
Excellent communication skills, both orally and in writing to a range of audiences	E	Y	Y
Strong planning and administrative skills	E	N	Y
Excellent ICT skills, including Microsoft Excel and Outlook	E	Y	N
A proactive approach to resolving problems and a curious mind	E	Y	Y
Experience			
Experience of working across sites in an administrative function	D	Y	Y
Experience of working flexibly in an environment of constant change	E	Y	Y
Experience of providing a quality service to a number of different customers	D	Y	Y
Qualifications			
Studying towards a recognised finance qualification	D	Y	Y