

Reports To: Financial Accounting Manager

Why	<p>Job Summary The Senior Finance Officer will supervise a small team to provide finance support to a number of academies in the Greenwood Academies Trust. They will be responsible for overseeing the day to day financial and accounting processes across these sites.</p>	
What	<p>Main Responsibilities Oversee the finance team with the following responsibilities:</p> <ul style="list-style-type: none"> • Raising purchase orders, posting invoices, maintaining the office filing system • Managing & promptly banking cash receipts, for example for trips, and ensuring an accurate set of records is kept • Maintaining a record of fixed assets and inventory, including the physical marking of assets • Receiving goods when delivered to an Academy and recording goods-receipt in the financial system • Resolving ad hoc queries from suppliers, and maintain relationships with suppliers to facilitate an effective procurement process. Obtaining quotes from suppliers, and manage the internal sign off process with staff in relation to the procurement process • Resolving queries from parents, staff and students when related to financial matters • Managing the petty cash account, ensuring receipts collected and petty cash is regularly reconciled <p>The Senior Finance Officer will be required to:</p> <ul style="list-style-type: none"> • Manage the monthly close processes, collating the required reports for the month end file and performing control account reconciliations. Performing such tasks in line with Central reporting requirements and timelines • Ensure that month-end and year-end journals are properly completed and authorised • Support the Central Finance Team and the Trust's External Auditor with the provision of financial information and reports to enable the preparation and audit of the annual financial accounts and statements within statutory deadlines • Ensure compliance with Trust Accounting Policies, Procedures and Financial Regulations • Ensure that monthly bank account reconciliations are properly completed and recorded • Maintain an Academy Register of Interests, and ensuring periodic declarations of business interests are completed by all senior Academy staff and budget holders, including 'nil' returns • Ensure that VAT is correctly coded and accounted for, in accordance with Trust and HMRC requirements, and that Trust VAT reporting deadlines and other requirements are met • Maintain the Academy Gifts & Hospitality Register • Authorise purchase orders, certify invoices for payment, sign cheques, authorise non-pay BACS payments, authorise petty cash claims in line with the limitations set in the Scheme of Delegation; • Travel between campuses/sites as directed in order to meet the needs of the Academy. • Any other duties deemed necessary for the role. 	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p>Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i></p>	<p>Supports others to apply the Trust's ethos. Participates in Health & Safety working teams Encourage individual and collective responsibility Disciplined, tenacious and pragmatic</p>
	<p>Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i></p>	<p>Take responsibility for cascading to the department up to date knowledge and information about a particular areas Embedding practice ensures highly effective professional contribution across the trust Give and receive effective feedback and act to improve personal performance</p>
	<p>Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Has a basic understanding of supervision / managerial and business principles Consults widely and may provide direction to achieve results Encourages openness and honesty</p>

		Does not apportion blame	
		Understands the impact and implications of projects/activities on own or others areas of the organisation	
		Fosters positive and productive relationships across the team in order to deliver	
		Sets clear objectives and checking for understanding	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Sets short term tasks (daily, weekly)	
		Contributes to plans for change	
		Develops own effectiveness in role, adapting to changing priorities	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Ensures communication has met its purpose	
		Presents complex information and concepts in a way that is simple and easy to understand	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Creatively focuses upon solving the problem using different techniques/ experience from other areas	
		Responsible for proposing what decisions should be made within the team and what needs to be referred	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format	
		Deals with problems across departments to achieve resolution	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	Educated to GCSE level or equivalent Mathematics and English and AAT qualified, or equivalent, or qualified by experience. You will also need experience of working in Finance or in an accounting function and of working with Finance systems. You will have a good understanding of financial control and be a competent Microsoft Office user. Experience within the Education Sector is desirable.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.