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Strive 4 Academy Trust is a charitable company limited by guarantee in England and Wales registered number: 10863245

Striving for Excellence – Shaping the Future

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Finance Officer (Part-time)
HOURS:	24 Hours per week (52 weeks)
LINE MANAGER:	Head of Finance
SALARY:	LBR Grade 6 Scale Point 18- Point 20 £34,416 - £35,448 FTE

Overall Job Purpose:

To deliver a high quality and efficient business support service to all Academies in the Trust, to ensure that day to day operational functions are effectively managed.

Strive4 Academy Trust is a reputable and forward-thinking educational institution overseeing the management of multiple schools in Redbridge. Committed to providing high-quality education and fostering a positive learning environment, we are seeking a diligent and detail-oriented Finance Officer to join our dynamic team.

The post-holder will assist the Head of Finance with the finance related business support functions of each Academy. They will actively promote the values of the Trust and the distinct culture and ethos of each Academy. They will have the highest regard for safeguarding and promoting the welfare of staff, children and young people. They will play an active role in the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

Key responsibilities

- This role requires the highest standards of professionalism at all times as well as high levels of literacy and numeracy.

Financial Data Management

- Accurately input financial transactions into the accounting system (Sage 200).
- Maintain organised and up-to-date financial records, ensuring completeness and accuracy.
- Reconcile bank statements, and all control accounts on a monthly basis.
- Submit VAT Returns on a monthly basis.
- Review expenditure such as salary reports in the academy and payment runs.
- Support the management and operation of the payroll function.



Accounts Payable and Receivable:

- Process invoices, ensuring proper coding and authorisation.
- Manage accounts payable and receivable, monitoring outstanding payments and receipts.
- Prepare payment runs and ensure timely processing of payments, and accurate filing of remittances.
- Support the management of and other payment to or via school related activities such as donations from charity fundraising.

Budget Assistance

- Assist in the preparation of budgets in collaboration with the Head of Finance.
- Monitor budget adherence and provide regular updates on financial performance.
- Support budget holders with financial queries and reporting requirements.

Financial Reporting

- Generate financial reports as required by the Head of Finance and senior leadership.
- Assist in the preparation of financial statements and reports for internal and external stakeholders.
- Provide timely and accurate financial information for decision-making.
- Support in the prompt and efficient completion of financial returns as required.
- Track and analyse Pupil Premium expenditure and efficiency in all the schools in the Academy.
- Prepare cash-flow forecasts to ensure that the cash position of each entity is consistent with their obligations.

Compliance and Documentation

- Ensure compliance with financial regulations, policies, and procedures, particularly SORP 2015/ FRS102.
- Assist in the preparation for internal and external audits.
- Maintain proper documentation and filing of financial records.

Communication

- Collaborate with school and Trust staff on financial matters.
- Respond to financial enquiries from staff, suppliers, and other stakeholders.
- Participate in team meetings and provide financial updates as necessary.

Flexibility

- This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of the schools.
- The post holder will be expected to periodically attend meetings or training at other Strive4 Academy locations; therefore, an element of travel is required.
- Support general administrative tasks related to finance and procurement.

*This job description may be reviewed and amended at any time after consultation with you.
Please sign one copy of this job description and return it to the HR Department.
Please retain a copy for your information.*

Signed Date.....



Person Specification

	Essential	Desirable	Evidence
Qualification/ Training	Level 3 AAT, ICB, IAB or equivalent qualification	Membership of a professional body such as AAT, ICB, IAT, CIMA, ACCA or IFA	Application
Experience	Proven experience in a finance-related role, preferably within an educational setting or multi-academy trust.	Several years' experience working in Schools or business environment	Application Interview Test
Knowledge and Skills	Excellent understanding of double entry book-keeping, accountancy and SORP 2015		Test
	Proficiency in using financial software (Sage 200) and Microsoft Excel.		Application Interview
	Excellent time management, communication and interpersonal skills.		Interview
Integrity/Ethical Behaviour	Consistently honest; trusted by colleagues, parents, students and manager		Interview
Cooperation/ Teamwork	Works harmoniously and respectfully with others. Responds positively to instructions and procedures		Application Interview
Judgement	Makes sound decisions based on fact		Application Interview
Efficiency and Effectiveness	Produces and completes work in a timely, thorough and professional manner		Application Interview Test

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

