

**JOB DESCRIPTION**

Job Title:  Trust Finance Officer

Grade:  Grade 9-10 (SCP 24 – 31)

Responsible to: Chief Finance Officer

Post suitable for hybrid working arrangements

**Purpose of the role (job statement)**

To manage the Trust’s finance systems.

**Responsibilities**

1. Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the Trust (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries)

2. Work with the CEO, CFO and Head Teachers to prepare the annual budgets and undertake financial planning

3. Ensure adherence to financial regulations in both the Academy Trust Handbook and the Trust Financial Procedures Manual and provide advice on these to other staff and the senior leadership teams

4. Manage the Trust financial systems e.g. Iris, BPS, School Comms and Edupay

5. Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making

6. Assisting with producing annual and statutory returns liaising closely with Accountants.

7. Assist the Trust CFO in the management of procurement within the organisation, including contract management and compliance to contractual conditions

8. In partnership with the Trust CFO support the management of all budgets, preparing monthly management accounts, cash flows, undertake variance analyses and provide advice on options to improve over-under spends

9. Deal with VAT returns and liabilities

10. Prepare financial reporting information for presentation to the Trust Board and committees

11. Supervise and direct other members of staff with financial responsibilities

**Individuals in this role may also undertake some or all of the following:**

1. Assist with funding/grant submissions

2. Manage stocks of supplies and consumables

3. Maximise funding for the school through identifying income streams.

**General**

The post holder must carry out their duties with full regard to the academy’s Child Protection, Equalities and other relevant polices in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both themselves and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

That the post holder will be required to comply with all academy policies, including the no-smoking policy.