SAPIENTIA EDUCATION TRUST

JOB DESCRIPTION

FINANCE OFFICER

Line Managers job title:	Finance Manager
Salary:	Points 7 – 17 of the support staff salary scale FTE salary of £27,274 - £32,046 per annum Pro-rata salary of £19,350 - £22,735 per annum
Tenure:	Permanent
Contract type:	52 weeks
Hours per week:	26.25 hours (alternative hours and patterns would be considered)
Location:	Beccles High School

THE POST

The Sapientia Education Trust (SET) is an expanding multi-academy trust with both primary and secondary schools within it. The Trust currently has 23 schools (14 primary and 9 secondary).

The finance operation that supports these schools is based across the Trust's secondary schools, with this role based at Beccles High School. This post offers an opportunity to work in the growing finance department with responsibility for the whole school finance function - processing invoices, dealing with supplier, customer and parent queries, statement reconciliations for various schools and the wider trust.

On appointment, the successful candidate will be required to complete a three-month probationary period.

PERSON SPECIFICATION

The professional competencies expected of the Finance Officer are:

- Be a flexible and enthusiastic team player that is adaptable and resilient in managing and executing their daily responsibilities;
- Have good communication skills in person and in writing to respond to staff, students and outside agencies whilst maintaining confidentiality;
- Be organised and able to manage, plan and complete daily and weekly tasks in a busy office environment; and

- Be familiar with the use of, or prepared to learn how to use, a variety of IT Systems (including Sage Intacct).

The qualifications and experience required of the Finance Officer are:

- Experience of working in a busy finance environment;
- Previous purchase/sales ledger experience;
- Maths and English GCSEs grade 4-9;
- AAT qualified or currently studying (desirable).

JOB SPECIFICATION

General Responsibilities

The Finance Officer is responsible for the maintenance of the school's finance system and records in accordance with the Trust's Financial Rules & Procedures. Ensuring that the school's transactional finance is delivered in an efficient and effective manner to meet the school needs. Staff may look after more than one school and this is subject to change based on the evolving needs of each of the Trust's schools.

The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development; and the post-holder will be required to comply with the Trusts Code of Conduct for Staff and Volunteers.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Act as the primary point of contact for all finance queries for relevant school(s);
- Process school orders ensuring compliance with the Trust's Financial Rules and Procedures;
- Process invoices received ensuring correct authorisation of expenditure;
- Reconcile supplier statements to accounting records, including leading on one or more Trust wide supplier account as account champion;
- Reconciling school bank accounts, credit cards and any petty cash held;
- Raise relevant school sales invoices;
- Manage the schools online payment system (e.g. ParentPay or Wisepay);
- Chasing outstanding invoices with customers and escalating to the Trust's credit control function where appropriate;
- Assisting budget holders to effectively cost and manage school related funds (e.g. trips, lettings, buses, productions);
- Recording fund recharges (e.g. Pupil Premium Grant) once authorised by appropriate budget holders;
- Provide support and ad-hoc training to non-finance staff based within the school on financial matters and the use of Sage;
- Ensure budget holders are regularly reviewing budget statements; and
- Assist the Trust's internal and external auditors with any information requests required in regards the school's financial records.

HOURS OF WORK

Paid Weeks per year	52
Hours per week	26.25
Normal Working Pattern	Mon – Fri 09.00-14.45hrs (alternative hours and patterns would be considered)
Unpaid Breaks	30 minutes lunch break
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

REMUNERATION

- Points 7 – 17 of the support staff salary scale
- FTE salary of £27,274 - £32,046 per annum
- Pro-rata salary of £19,350 - £22,735 per annum

Where post-holders are undertaking accountancy studies they will progress in addition to the Trust's annual pay reviews post-holders, subject to a satisfactory performance review, as follows:

- On completion of AAT level 3 (or equivalent) the post holder will move up to SCP10 at their next review date.
- On completion of AAT level 4 (or equivalent) the post holder will move up to SCP13 at their next review date.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 18% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

Support for training (e.g. AAT) will be offered should the post holder wish to undertake professional qualifications.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.