

Matrix Academy Trust

Job Description –Finance Officer (Ref: FO6)

Reports to:	Finance Manager
Arrangement	<p>Full time – 37 Hours All year round (including school holidays) 21 days' holiday + 9 bank holidays Working Hours: Monday – Thursday 8.15am – 4.15am, Friday 8.15am – 3.45pm (including a 30 minute lunch)</p>
Salary	£24,000
Main Purpose:	To provide finance and administrative support to the trust
Main Activities:	<ul style="list-style-type: none"> • Support to the Finance Assistants • Monthly Reconciliation of Barr Beacon School, Dame Elizabeth Cadbury School & Head Office Bank Accounts • Accruals and Prepayments • Reconciliation of Academy Fuel Cards • Maintenance of Online Banking Facility • Production of weekly payment runs via BACS and Cheque for Barr Beacon School, Dame Elizabeth Cadbury School & Head Office (Public and School Funds) • Review unreconciled bank transactions on a monthly basis • Liase with trust bankers regarding transaction detail when necessary • Checking of standard information to the Finance system (suppliers, debtors etc.) in accordance with procedures • To provide financial information reports (Barr Beacon School, Dame Elizabeth) from the finance system for budget holders and headteachers on a monthly basis/ on request • Posting of monthly GAG income • Posting of Other Grant Income • Posting of Direct Credits • Monthly record of all GAG and other Grant Income to be updated using trust format • Monthly update of the Fixed Asset register and depreciation • Posting of Cashbook Journals • Checking of Nominal Coding for review • Dealing with queries from suppliers, debtors, budget holders and other staff • Ad-hoc visits to the bank when necessary • Annual archiving of financial records including scanning, disposal and rotation • Provide information to auditors upon request • Keep accurate data and financial records for all income and expenditure

- Ensure all VAT numbers are accurate and up to date
- To work within the parameters of the financial procedures and systems of the trust
- Intercompany processing as required
- Monthly Intercompany reconciliation & bank account movement
- Proactively implement the trusts financial procedures manual
- Authorising Invoices as per correct procedure
- Monthly monitoring and review of Debtors and Creditors
- Final Submission of monthly internal recharge journals
- Accurate grant analysis spreadsheets to be maintained for 16-19 Bursary, Pupil Premium, Catch Up Premium and any other Grants
- Assist in Financial Year End Procedure as directed by the CFO
- Assist with month end procedures, all other reconciliations and posting of journals as required

General

- Assist with annual Activities Week

Support to Trust

- Developing and understanding of Academy policies and procedures, complying with their contents and raising concerns in a timely manner
- Actively participating in the Performance Management processes within the trust
- Identify personal training needs and participate in training and performance development whenever required
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- To undertake any other duties appropriate to the grade of the post. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people
- To undertake any duties reasonably directed by the Chief Financial Officer and Chief Executive
- Job descriptions are subject to annual review

	Essential	Desirable
Skills/Abilities, Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in a similar role • Experience of working within a finance department • Understanding of accounting processes and procedures • Ability to work between different sets of data • Good level of competence in Excel, Word and Outlook and computerised accounting software • Good Keyboard skills • Good communication and listening skills • Good organisational skills used in planning own work • Self-motivated and enthusiastic • Ability to work under pressure and meet targets and deadlines • Able to work in a busy office environment that often demands high levels of concentration • Able to respond effectively to changing priorities • A friendly and professional person and demonstrates support and a commitment to providing a quality service 	<ul style="list-style-type: none"> • Relevant qualification • A willingness to learn new skills and undertake relevant professional development • Use of Sage 200 Accounts Software • Use of an Internet payment service • Public Sector experience • Experience of supporting within a team