

| | |
|-------------------------|---|
| POSITION: | Senior Finance Officer |
| REPORTS TO: | Group Finance Manager, Head of Finance |
| RESPONSIBLE FOR: | Finance Officers/Assistants |
| PAYSCALE: | £35K plus generous pension scheme and other attractive benefits including a minimum of 30 days annual leave |
| LOCATION | Balham, although travel to head office in Battersea required on occasion |
| CONTRACT: | Full time, 36 hours per week, 52 weeks per year Permanent |

PURPOSE OF THE JOB

- The purpose of this role is to provide professional management of school level financial services for Wandle Learning Trust (WLT). The post holder will be one of the links between the Academies and WLT head office.
- To work effectively as part of the finance team and deputise for the Group Finance Manager.
- Ensure compliance with WLT financial regulations and the Academies Trust Handbook
- The post-holder is also expected to interact with colleagues on a professional level in order to promote a mutual understanding of WLT vision and values.

Liaison with:

- Trust Finance Staff, Finance Assistants, Executive Heads, Head Teachers, Academy Budget Holders and auditors.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Support to existing academies:

- To provide the day to day financial management requirements of the designated Academies and liaise with the Group Finance Manager on matters.
- To ensure orders/invoices are approved within the trusts scheme of delegation, finance regulations and relevant budget holders ensuring they have all relevant supporting documentation.
- To refer higher level approvals to the Group Finance Manager in line with the Scheme of Delegation.
- To ensure all monthly transactions expenditure/income is posted in line with WLT chart of accounts.
- To ensure all the Academies expenses are processed in line with finance regulations (e.g. procurement card, staff expenses).
- To update the Group Finance Manager on staffing and other information affecting the Academies outturn forecasts.

- To work with the Group Finance manager to produce Month end management accounts.
- To liaise with all budget holders and issue cost centre reports locally and advise on remaining budgets
- To complete all core accounting/finance reconciliations and checklists for sign off by the Group Finance Manager and support them in the adherence to WLT Financial Handbook and Scheme of Delegation.
- To work with the Group Finance Manager to complete a monthly budget vs actual, checking payroll off against the budget and liaising with HR to resolve any discrepancies prior to associate heads payroll sign off.
- To liaise with the Trust Finance Team, HR, IT and Facilities leads for financial and payroll related requirements for academies as advised by the Group Finance Manager as appropriate.
- To liaise with internal budget holders to discuss monthly forecasts and annual budget spends.
- Local processing of purchase orders, invoices, trips, cash collection, catering accounts, banking and the sales ledger.
- To maintain and administrate parent pay systems (trips and catering income adhere to WLT policies).
- To support requests from Central Finance Team in managing audit procedures and year-end as necessary.
- To complete the month-end checklist and ensure all relevant accounting postings are completed and filed on a monthly basis, with relevant supporting paperwork.
- To advise Group Finance Manager of any significant debtors and creditors in line with monthly checklists.
- To ensure correct coding of VAT and descriptions for Academy transactions, in line with HMRC guidance.
- To ensure all new suppliers have been correctly verified following IR35 and ensuring the current suppliers list has been checked first.
- To ensure minimal cash is received and all cash handled follows the finance regulations.
- To ensure the Academies comply with Hirers agreements and correct coding in line with finance regulations.
- To carry any ad-hoc tasks and or requests as deemed appropriate by WLT to the role.
- Prepare financial analysis, KPI and cost reports as required.

General Administration

- Filing and Electronic Filing and maintaining of office records and responsible for archiving.
- Such other duties of an administrative nature as may be required by the Trust Finance Staff.
- Any reasonable request made by Central Finance Staff.



General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- The Trust is able to support staff where there are opportunities for development. This may be in the form of assisting towards the cost of the qualification i.e. AAT
- All staff have a responsibility for the safeguarding and promotion of well-being of all pupils.
- Health and physical capacity for the post.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Trust Finance Staff to carry out appropriate duties within the context of the job, skills and grade.

| Person Specification – Senior Finance Officer | | | |
|--|---|---|--------------------|
| | | Essential | Desirable |
| Qualifications and documentation | <ol style="list-style-type: none"> Enhanced DBS and validated references Eligibility to work in the UK AAT or CSBM qualification Educated to GCSE Level or equivalent Evidence of CPD and a willingness to undertake further development and further accountancy qualifications, ACCA, CIMA, CIPFA Full Driving licence – ability to be mobile | X X X X | X X |
| Experience | <ol style="list-style-type: none"> A years experience of working in a finance and business department within an organisation Exeperience of Accounting Software (PS Financials is desirable), Budget Modelling Systems, MS Office Packages, particularly Excel and Word Experience of being self-motivated and being able to work on own initiative Experience of prioritisation of workload to meet demands Academy and or School Finance Management Experience | X X X X | X |
| Knowledge Skills / Competencies | <ol style="list-style-type: none"> Understanding of accounting processes and procedures Exeperience in Excel, Word and computerised accounting software The ability to make decisions, identify and solve problems based through analysis and sound judgement Able to analyse and use data Well-developed communication, written and oral skills Strong organisational skills and the ability to work well under pressure, plan and manage time effectively Able to work in a busy office environment that often demands high levels of concentration Personal resilience and the ability to maintain morale at times of pressure and change The ability to think outside the box to stimulate innovation Possess integrity, personal credibility and gravitas which inspire commitment, enthusiasm and confident A willingness to personally embrace and celebrate the ethos and values of the organisation | X X X X X X X X X X X | |
| Personal Qualities | Characterised as: <ol style="list-style-type: none"> Work effectively as part of a team Work calmly under pressure Subject to interruption and conflicting demands Effective time management To be flexible Follow instructions accurately Ability to prioritise work effectively Meeting deadlines imposed internally Use own initiative and work independently Accuracy and attention to detail Communicate effectively with adults and children, verbally and in writing Have high expectations of self Committed to personal and professional development Awareness of, and commitment to, equalities issues | X X X X X X X X X X X X X X X | |