



Job Advert

Trust Finance Officer

22.5 hours per week, Term Time Plus 2 weeks
Fixed Term Contract until 31st August 2023

NJC Grade 8 £25,419 - £28,226 per annum
(Actual salary in the region of £13,733 - £15,249 per annum)

Faringdon Learning Trust are seeking to appoint a Finance Officer to join our established central Trust Finance Team. The post holder will be responsible for delivering financial support to the Trusts schools as well as the production and monitoring of school budgets.

Financial experience working within a school environment would be desirable, but is not essential.

We are looking for a candidate who has:

- Experience of undertaking monthly budget monitoring and reporting [including revenue and capital]
 - Confidence in undertaking monthly payroll monitoring and reconciliation
- Knowledge of undertaking BACS payment transactions, posting and sending remittances
 - Ability to reconcile and submit monthly VAT returns
- Comfortable advising on procurement and ensuring value for money

Experience using specialist financial systems such as PS Financials, BPS or other computerised accounts system should be demonstrated on application. A good practical knowledge of MS Excel is essential.

For more information, including a copy of the job description and application form, please visit our website <https://faringdonlearningtrust.org/work-for-us/>. Please direct any questions to the Trust

Recruitment team and return completed application forms to:

Recruitment@faringdonlearningtrust.org

Closing Date for applications – Midday Sunday 21st August 2022

Faringdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check.



Job Description
Trust Finance Officer

Responsible to: Trust Finance Manager.	Grade: 8
Hours: 22.5 hours per week - Term Time + 2 weeks	Duration: Permanent
Main Location: Faringdon Community College ¹	

Context : Under the guidance of the Trust Finance Manager this role will be responsible for delivering comprehensive and consistent financial procedures, production and monitoring of budgets and delivery of financial support across all schools in the FLT MAT.

Organisation

- Provide Financial data and support to the Trust Finance Manager and Chief Operations Officer (COO).

Administration

- Assist and liaise with Finance Manager, Head Teachers and COO to plan and produce budgets for Trust Schools using the Budgeting System.
- Undertake monthly budget monitoring and reporting, including revenue and capital.
- Undertake monthly payroll monitoring and reconciliation, undertaking the preliminary check cycle, review payroll ensuring that staff are paid correctly, raising discrepancies, and helping to resolve them where appropriate, obtain sign off from budget holder.
- Support schools with payroll calculations and queries raised, calculating salaries according to grade, hours, weeks worked etc to aid budget forecasting.
- Undertake a full check of casual claims made via payroll system.
- Undertake a monthly special purposes account monitoring and reconciliation, keeping a simple profit and loss account.
- Create BACS Payment transactions, post entries, and send remittances on payments.
- Check the orders placed by Trust Finance Assistants to ensure accuracy.
- Assist and advise on procurement and how to ensure best value for money.
- Reconcile and submit monthly VAT return.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) including PS Financials and BPS.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.

¹ Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at <https://faringdonlearningtrust.org/>

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may be reasonably be expected within the scope and grade of the post.

Qualifications and Experience

Qualities	Essential/Desirable
Experience Experience of development, management and operation of administrative systems Financial Experience within a school or similar environment	E D
Qualifications & Training NVQ 3 or equivalent qualification or experience in financial discipline Very good numeracy/literacy skills	E E
Knowledge & Skills Effective use of specialist ICT packages including PS Financials, BPS Full working knowledge of relevant policies/codes of practise/legislation Very good ICT skills Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities.	D D E E E E