



## JOB DESCRIPTION

<b>FINANCE OFFICER</b>	
<b>Grade</b>	E – Scale 4 to 6
<b>Hours</b>	30 hours per week, 6 hours per day, 52 weeks
<b>Section</b>	Support Staff
<b>Responsible to</b>	Senior Finance Officer
<b>Responsible for</b>	This position has no responsibility for Line Management

<b>Job Purpose</b>	To work in the MAT central finance team supporting the finance functions of the Multi Academy Trust (MAT)
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<b>Duties &amp; Responsibilities</b>	The current main areas of responsibility are as follows but all staff within the central team are expected to show flexibility in the reviewing of responsibilities to meet the MAT’s needs, which may change from time to time.
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- Process invoices and prepare BACS payments
- Process income receipts
- Raise sales invoices
- Undertake credit card reconciliations
- Update the contract files and provide information relating to contracts to relevant staff
- Produce budget holder reports for the MAT
- Undertake general administration relating to the finance systems and procedures of the MAT
- Participate in the MAT’s Appraisal process
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Perform any other reasonable tasks within the range of the salary grade

## PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
<b>EDUCATION AND QUALIFICATIONS</b>	Essential <ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent including Maths and English at Grade C or above</li> </ul> Desirable <ul style="list-style-type: none"> <li>• AAT qualification</li> </ul>
<b>RELEVANT EXPERIENCE</b>	Desirable <ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> <li>• Experience of working in an accounting environment</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS and PS Financials is highly desirable</li> <li>• Ability to manipulate and interpret data</li> <li>• Ability to relate to teachers, other professionals, parents and students</li> </ul>
<b>SKILLS</b>	Essential <ul style="list-style-type: none"> <li>• Excellent ICT, administration, time management and self-motivation skills</li> <li>• Proficient in Excel skills</li> <li>• Acute attention to detail</li> </ul> Desirable <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Ability to work as a member of a team and work on own initiative</li> <li>• Ability to be positive, resilient, enthusiastic and flexible when working under pressure</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Ability to relate to and promote the positive ethos of the MAT</li> <li>• Willingness to undertake training as required</li> </ul>

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.**

**COMMITTED TO EQUAL OPPORTUNITIES**