

Northern Education Trust – Job Description

Senior Finance Officer

Job Title:	Senior Finance Officer - Academies		
Base:	North Shore Academy		
Reports to:	Trainee Regional Accountant/Technician	Grade:	NJC SCP 25 – 28
Service responsibility:	Finance Assistants - Academies	Salary:	£29,577 – £32,234
Additional:	Regular travel across Trust academies required and out of hours working.	Term:	Permanent 37 Hrs. Whole Time

JOB PURPOSE

Under the management of the Trainee Regional Accountant / Technician the Senior Finance Officer – Academies will lead the Finance Assistants – Academies. The role will be responsible for the day-to-day supervision of the Finance Assistant as to deliver effective financial administration / services to support all academies within the Trust. To supervise Finance Assistants ensuring team members deliver payroll, creditors, debtors and cash reconciliations to a high quality standard in an accurate and timely manner at all times.

JOB SUMMARY

Financial Administration / Services

1. To supervise tasks undertaken by Finance Assistants to ensure the efficient operation of the creditor (accounts payable) system, including:
 - To liaise with academies
 - To maintain supplier account records
 - To receive, register and distribute invoices and credit notes from suppliers
 - To receive, validate and process approved invoices, credit notes and sundry payments requisitions, ensuring they have been correctly coded and update the supplier accounts accordingly
 - To reconcile supplier accounts to supplier statements, ensuring all discrepancies are accounted for
2. To prepare with the Finance Manager – Corporate payments reports to raise cheque or BACS payments.
3. To supervise tasks to ensure the efficient operation of the debtor (accounts receivable) system, including:
 - To liaise with academies
 - To raise Purchase Orders and other procurement related documents
 - To maintain debtor account records
 - To generate and distribute invoices and credit notes
 - To process monthly DD's

- To update the debtor accounts for cash received
- 4. To support Finance Assistants on complex and disputed creditor and debtor queries or disputes. Action plans may need to be drafted and communicated by the ESFA to seek a successful resolution
- 5. To supervise tasks to ensure the efficient processing of cash receipting and reconciliations
- 6. To supervise the reconciliation of control accounts and correct any journals drafted
- 7. To perform appropriate year end tasks as directed by Finance Managers
- 8. To maintain a professional relationship with external agencies, key partners and customers
- 9. To carry out any other financial administration duties as may be deemed necessary by the ESFA

Staff and Supervision

1. Oversee and supervise on a day-to-day basis Finance Assistants – Academies. This includes the performance management of staff in line with Trust policies
2. To help lead, manage and motivate staff to deliver efficient and effective services in line with Trust vision, values and objectives
3. To communicate the vision, culture and values of the Trust so staff are engaged, motivated and professional in their conduct
4. To support and assist in the development, review and delivery of all HR and organisational policies and strategy

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings, working groups as required
2. Evaluate the need for new technology to meet the Trust's financial data processing, control, and reporting requirements
3. To ensure all personnel and financial information is correctly documented and maintained against legislative requirements and regularly reviewed policies

Time may be allowed for the post holder to study subject to operational requirements. The cost of the training and any subsequent examination fees may be paid for by the Trust. Failure to complete a course or leave within 24 months from the date a qualification being achieved will result in fees being recovered based upon;

- 100% of previous years total fees recovered if leaving in first 12 months of last exam date or date when assignment submitted
- 60% of the above fees if leaving after 12 months but before 24 months have lapsed (based on last exam dates or date when assignment submitted)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: Date: