

## Matrix Academy Trust

### Job Description – Finance Officer

Reports to:	Accounts Manager
Arrangement	<p>Full time – 37 Hours</p> <p>All year round (including school holidays)</p> <p>22 days' holiday + 9 bank holidays</p> <p>Working Hours: Monday – Thursday 8.15am – 4.15pm, Friday 8.15am – 3.45pm (including a 30 minute lunch)</p>
Salary	Scale Group 10 – Spine Point 37-40 – £26,350 to £27,942
Main Purpose:	To provide finance support, grant analysis and budget monitoring to the trust (2500 pupils or max 3 Schools)
Main Activities:	<ul style="list-style-type: none"> <li>• Monthly record and reconciliation of all GAG, ESFA, SEND, LAC, LA and other Grant Income to be updated using trust format and review to Trial Balance level and check against all grant documentation</li> <li>• Review, manage and adhere to all grant terms and conditions giving advice where needed and arranging necessary paperwork</li> <li>• Accurate grant analysis spreadsheets to be maintained for 16-19 Bursary, Pupil Premium, Catch Up Premium and any other Grants prior to being sent to Leadership</li> <li>• Posting of monthly GAG income</li> <li>• Posting of Other Grant Income</li> <li>• Posting of Direct Credits</li> <li>• Monthly Reconciliation of Bank Accounts</li> <li>• Review unreconciled bank transactions on a monthly basis</li> <li>• Monthly Accruals (invoices and other) ensuring reconciliation and back up paperwork is sufficient</li> <li>• Monthly Prepayments ensuring reconciliation, back up paperwork is sufficient and schedule updated</li> <li>• Monthly monitoring and review of Debtors and Creditors</li> <li>• Ensure all month end and other deadlines are met</li> <li>• To provide financial information reports from the finance system for budget holders and head teachers on a monthly basis / on request</li> <li>• Ensure production of monthly catering and lettings reports</li> <li>• Intercompany processing as required</li> <li>• Monthly Intercompany reconciliation &amp; bank account movement</li> <li>• Monthly update of the Fixed Asset register and depreciation</li> <li>• Posting of monthly Salary Journals supplied by HR department</li> <li>• Final Submittal-of weekly payment runs</li> <li>• Reconciliation of all Credit Card Statements</li> <li>• Support to the Finance Assistants</li> <li>• Maintenance of Online Banking Facility</li> <li>• Liaise with trust bankers regarding transaction detail when necessary</li> <li>• Preparation of annual formula driven capitation budgets</li> <li>• Posting of Cashbook Journals</li> <li>• Raising of Sales Invoices from appropriate documentation</li> <li>• Printing of Sale Invoices, checking for accuracy and distributing to debtors</li> </ul>

- Carry out the necessary arrangements with regard to school lettings and events
- Processing of internal recharging of departments (i.e printing, repro, IT, catering)
- Maintaining a detailed record invoiced income and collection of payments
- Attend monthly team meetings
- Keep the day to day running of your role organised and ensure everything is filed where required
- Checking of Nominal Coding for review
- Managing your section of the Sharepoint, providing and developing training, how to guides and policies
- Designate and complete necessary work and updates through Teams
- Monitor your KPI summaries
- Actively support good communication practices within your work and promote and maintain good teamwork
- Create, develop and maintain a checklist for your role
- Overseeing queries from suppliers, customers, debtors, budget holders and other staff working with the team to ensure prompt resolution
- 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
- To work within the parameters of the financial procedures and systems of the trust
- Proactively implement the trusts financial procedures manual
- Assist in Financial Year End Procedure as directed by the Finance Director and CFOO
- Assist with month end procedures, all other reconciliations and posting of journals as required

#### 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 & Operating Officer and Chief Executive
- Job descriptions are subject to annual review

	Essential	Desirable
Skills/Abilities, Knowledge and Experience	<ul style="list-style-type: none"> <li>• Qualified to a minimum AAT Level 3 or equivalent</li> <li>• Experience of working in a similar role for at least 2 years</li> <li>• Experience of working within a finance department</li> <li>• Understanding, implementation and management of accounting processes and procedures</li> <li>• Ability to work between different sets of data</li> <li>• Good level of competence in Microsoft products including Excel and computerised accounting software</li> <li>• Good communication and listening skills</li> <li>• Good organisational skills used in planning own work</li> <li>• Self-motivated and enthusiastic</li> <li>• Ability to work under pressure and meet targets and deadlines</li> <li>• Able to work in a busy office environment that often demands high levels of concentration</li> <li>• Able to respond effectively to changing priorities</li> <li>• A friendly and professional person and demonstrates support and a commitment to providing a quality service</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Sage 200 Accounts Software</li> <li>• Use of an Internet banking system</li> <li>• Public Sector experience</li> <li>• Use of a collaboration platform e.g. Microsoft Teams</li> <li>• Experience of supporting within a team</li> <li>• A willingness to learn new skills and undertake relevant professional development</li> <li>• Production and management of budget monitoring reports</li> </ul>