

# South Dartmoor Community College and the Atrium



## Job Description

<b>Job Title:</b>	Finance Officer
<b>Location:</b>	Across the Trust (based at South Dartmoor Community College and the Atrium School currently)
<b>Grade:</b>	Devon Legacy Pay Scales Grade D, SCP7-12
<b>Hours:</b>	37 hours per week / 52 weeks per year
<b>Reports to:</b>	School Business Accountant
<b>Responsibility for:</b>	Supervision and mentoring for junior members of the school finance team where required
<b>Key relationships:</b>	Finance team locally at school and centrally in the Trust, Operations Manager and key stakeholders.

### Job Purpose

The post holder will oversee purchase sales ledger activity within the College and ensure that financial systems and processes comply with Trust regulations and achieve value for money. They will provide a specific specialist support service across a broad range of financial activities ensuring confidentiality associated with financial support services is maintained.

The Finance Officer will provide efficient and comprehensive general support to the Finance Team and School Business Accountant where required.

### Main Duties and Responsibilities

- To maintain the accuracy and validity of the accounting system
- To provide guidance to all staff on preparing orders for goods and services to ensure they comply with Financial Regulations and procedures.
- To assist with the preparation of monthly management accounts and other financial reports and the completion of financial returns as required by the Business Accountant and/or Trust's Chief Financial Officer.
- To assist with the monitoring of expenditure against the agreed school budget, liaising with budget holders where required.
- To Alert the School Business Accountant to any projected overspend and to ensure spending is within agreed limits
- To complete monthly bank reconciliations and investigate any discrepancies.
- To undertake other month end procedures to ensure the school's financial transactions have been correctly reconciled in a timely manner, in collaboration with the School Business Accountant.
- To assist the School Business Accountant in the monthly VAT reporting to the Trust.
- To ensure the effective management of the school's financial records and accounting systems.
- To assist with the timely processing of all purchase invoices and the preparation of regular BACS payment runs for all of the school's suppliers within appropriate time limits and ensuring all audit requirements are fulfilled.
- To ensure that sales invoices are raised in a timely manner.
- To be ensure the effective management of music tuition fee's between parties, where applicable.
- To maintain the fixed asset register in line with the Trust requirements and ensure it is updated regularly.
- To ensure effective debt management control highlighting concerns to the School Business Accountant.
- To ensure the Trust's procurement rules are always applied in respect of all orders ensuring best value in line with the finance policy.
- To ensure compliance with Trust financial regulations and keep up to date with relevant legislation.
- To assist the School Business Accountant with external and internal auditor requirements/queries when they are visiting the school as required by the Trust.

### Other Duties

- To assist the School Business Accountant with the preparation of any business plans or other business development opportunities.
- To promptly deal with relevant correspondence and maintain an efficient system for all data
- To provide direction and mentoring to any junior members of the finance team, including apprentices.

- To participate in any staff review/performance management processes involving identifying and meeting of training needs for self and others.
- To contribute to finance and other policies as and when appropriate
- To pursue the achievement and integration of equal opportunities throughout all activities.
- To undertake any other tasks and responsibilities appropriate to the level of this post as required by the School Business Accountant.
- To undertake administration duties required to fulfil the role including, but not limited to scanning documents, filing, word processing and production of other documents as required.

#### **Whole College Responsibilities**

- Participate in the discussion of whole College policies and to participate in the implementation of College policies and practices.
- Be active in pursuing professional development;
- Work collaboratively across departments with colleagues and students to ensure the College operates as effectively as possible to achieve its aims.
- Undertake reasonable additional tasks as required to support the needs of the College.

#### **Westcountry Schools Trust Responsibilities**

- Preparing and contributing to Trust wide developments by sharing best practice and professional feedback.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.
- Promote effective, open and honest working relationships with all colleagues, internal and external to the team and Trust.
- Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.
- Be familiar with and actively promote the Safeguarding Policies of the Trust, completing all essential/mandatory training in this area.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours

*This job description covers the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

*As this post meets the requirement in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure & Barring Service (DBS) check before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions **whether spent or unspent**. Criminal convictions will only be taken into account when they are relevant to this post*



## PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment	Essential or Desirable	Application Form	Interview (or other selection activity)
The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.			
<b>Qualifications:</b>			
GCSE A* to C or equivalent in Maths and English	E	X	
Accounting Qualification eg AAT at Level 3 or other equivalent qualification.	D	X	
<b>Experience:</b>			
Computer literate with working knowledge of MS office	E	X	X
A working knowledge of financial packages, eg PSFinancials	D	X	
Experience of working in an accounting environment	E	X	
Experience of working in a schools environment	D	X	
<b>Knowledge, Skills and Abilities:</b>			
Excellent verbal and written communication skills	E	X	X
Confidentiality	E	X	
Self-motivated with the ability to use own initiative and work as part of a team	E	X	X
Methodical and organised, ability to prioritise and complete tasks within tight deadlines	E	X	X
Ability to work to high standards of accuracy	E		X
Commitment to implement whole school/staff policies relating to the safeguarding of children	E		X
<b>Further Requirements:</b>			
Commitment to child safeguarding and KCSIE.	E		X
<b>VALUES-BASED BEHAVIOURS:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
<b>Aspiration</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X



Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X