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**Post Title:** Trust Finance Officer

**Salary:** Band 7 - 8, NJC points 12 - 22 (£24,552 - £28,931)

**Hours of Work:** 37 Hours per week, Term time +10 days

**Post Status:** Permanent

**Disclosure level:** Enhanced

**Responsible to:** Finance Manager

**Role Overview**

This role involves working as part of the Central Trust Finance team managing the financial operation of all schools alongside the CFO, DCFO and Trust Finance Managers.

**Responsibilities**

* Undertake routine processing of orders, invoices, and credit notes, petty cash transactions, direct debits, remittances, ensuring appropriate approval and paperwork is obtained.
* Ensuring all financial transactions are correctly coded to our chart of accounts to allow accurate monitoring of income and expenditure.
* Working alongside our Special Schools to ensure correct funding received.
* Monitoring post and relevant email accounts, responding as appropriate where necessary to staff and suppliers.
* Supporting Trust staff with the effective upkeep and operation of the Trust Contracts Register (including insurance policies) ensuring contracts are tendered for on a timely and efficient basis according to Trust priorities.
* Supporting Trust staff with all procurement activities, ensuring value for money and creating savings for the Trust wherever possible.
* Overseeing and monitoring spending against grants and other specialist funding streams, regularly updating budget holders as to levels of spending/remaining spend.
* Complete monthly end routines and monitor cost center spend.
* Create and monitor payments on the school/Trust online payment system.
* Processing of monthly journals for in-house recharges (stock, reprographics, mileage, etc)
* Accurate and effective handling of cash, including reconciliation and preparation for depositing with the bank.
* Ensuring all administration and processing is dealt with in a prompt, timely and effective manner.
* Undertake any other duties reasonably associated with the role

**Essential Criteria**

* Experience of working within a finance role.
* Good IT skills particularly Microsoft Excel.
* High standards of professionalism and professional integrity.
* Highly developed interpersonal and communication skills.
* Enthusiastic, reliable, resilient, self-motivated and well organised.
* Excellent administrative skills and attention to detail.
* GCSE in English and Maths at grade C/Level 4 or equivalent
* Flexible approach and ability to meet deadlines.

**Desirable Criteria**

* Previous experience within a school finance role.
* Previous experience of Access Education Finance.