

Job Description

Post Title: Finance Officer - Academy Support (East)

Reporting to: Senior Academy Finance Officer

Salary: £26,725 - £32,070 dependent on qualifications and experience

Purpose of the Post

The role involves working as part of the Trust's Central Finance Team (Based in NE Lincolnshire), supporting the Senior Academy Finance Officers, in delivering all aspects of financial support to Academies within the Multi-Academy Trust.

Responsibilities

The post holder will support the Senior Academy Finance Officer, whilst overseeing a portfolio of Academies to whom they will provide direct financial support. This includes:

- Working alongside Principals to prepare and monitor Academy budgets, preparing monthly budget monitoring reports and scrutinising budget variances.
- Development and review of multi-year budgets linked to Academy strategic and operational plans, estates strategies, asset replenishment cycles, and the Trust long term plans.
- Maintaining multi-year budgets and undertaking financial modelling and scenario planning using the Trust budget modelling software.
- Undertaking month end processes including reconciliation of account balances, processing of journals and in-depth review of the financial position, updating future forecasts as required.
- Ensuring compliance with the Trust Financial Regulations.
- Ensuring compliance with the Trust Financial Assurance Framework incorporating the requirements of the ESFA Financial Management Handbook.
- Provision of financial support to schools outside of the Trust as required.
- Supporting financial due diligence checks of new schools joining the Trust.
- Supporting the bidding for and securing of external funding.
- Promoting Value for Money and maximising the impact of limited resources within Academies.
- Undertake any financial administration tasks, commensurate with the grade as part of a flexible team.

Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of Working

Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with the Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the trust at all times and through all activity.

DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All team members are required to undertake a Disclosure and Barring Service (DBS) check.

Finance Officer Person Specification

Section	Information	Essential / Desirable	How Identified
Education and Training			
Formal qualifications and relevant training	Part Qualified Accountant or equivalent (AAT)	E	Application Form Interview Task Documentary Evidence References
	Qualified Accountant	D	
	Six GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualification	E	
Experience			
Ability to undertake duties of the post	A minimum of three years' experience in an accountancy/finance office	E	Application Form Interview Interview Task
	Experience providing excellent customer service	E	
	Experience in preparing management accounts (accruals basis accounting, and processing month end journals)	E	
	Experience maintaining an accounts system and processing day-to-day transactions	D	
General and Specialist Knowledge			
Includes abilities and intellect	Experience in Education Finance (funding requirements, budget monitoring, sector challenges)	E	Application Form Interview Interview Task
	A good level of computer literacy, including being an expert with Microsoft Office software, especially Excel	E	
	Full UK Driving Licence and own vehicle	E	
	Experience across Primary, Special/Alternative, and Secondary settings.	D	
Personal Qualities			
Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act)	Excellent communication skills	E	Application Form Interview
	Proactive and forward thinking	E	
	Ability to work as a team member and use own initiative Able to work with minimum supervision	E	
	Rigorous and methodical with the ability to manage own workload and meet deadlines. Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of requests.	E	
	Structured and organised	E	
	Confident in providing training, advice and support to colleagues	E	

Suitability to work with children, young people and vulnerable adults			
Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults	Satisfactory DBS disclosure to work in an environment dealing with young people	E	DBS Disclosure Interview References
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	
	Willing to undertake training and continuous professional development in connection with the post.	E	
	Work in accordance with the Trust's values and behaviours.	E	
	Able to undertake any travel in connection with the post.	E	
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	
	A commitment to safeguarding and promoting welfare for all	E	