



**Post Title:** TRUST FINANCE AND BUSINESS ADMIN OFFICER

**Grade:** Grade 6 - NJC SPC 12-15

**Contract Term:** 37 hours per week, full year 52 weeks (negotiable)

**Responsible To:** The Chief Finance & Operations Officer

**Job Purpose:** The Trust Finance and Business Administration Officer will play a key role in ensuring the efficient financial management of the Trust. Working closely with and supporting the CFOO, the postholder will contribute to the delivery of accurate financial reporting, compliance with regulatory requirements, and the effective stewardship of the Trust's resources to support outstanding education and childcare outcomes.

**Main duties:** The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required:

#### **Operational Finance**

- Completion and processing of orders, requisitions, and invoices
- Raise new supplier accounts, complying with Trust Financial Regulations
- Manage accounts payable and receivable processes, ensuring prompt and accurate transactions.
- Routine administration and reconciliation of systems including credit cards, bursary and voucher schemes, staff expenses and trips, working with the CFOO.
- Oversee procurement and contract monitoring to ensure value for money across schools.
- Support the effective financial management of schools, ensuring appropriate accounting treatment of income streams (e.g., fees, early years funding).
- Assist with the maintenance of fixed asset registers and capital projects monitoring.

#### **Financial Management & Reporting**

- Support the CFOO in preparing monthly, quarterly, and annual management accounts for the Trust and its school settings.
- Assist with the preparation of the annual budget, forecasts, and cash flow projections.
- Monitor expenditure against budgets, highlight variances, and provide analysis to aid decision-making.
- Ensure accurate and timely processing of income, expenditure, payroll, and reconciliations.
- Support the preparation of financial reports for Trustees, Local Governing Bodies, and external stakeholders.

### **Compliance & Governance**

- Ensure compliance with the Academy Trust Handbook, statutory regulations, and internal financial policies.
- Support the CFOO with the preparation of year-end accounts and liaison with external auditors.
- Maintain accurate financial records in line with DfE and Companies House requirements.
- Contribute to the development and implementation of financial controls, policies, and procedures across the Trust.
- Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities, Health and Safety and other relevant policies.

### **Systems & Process Improvement**

- Ensure efficient use of the Trust's financial management system, supporting training and development of school-based staff.
- Identify and implement improvements in financial systems, reporting, and processes.
- Support integration and harmonisation of finance practices across school settings.

### **Collaboration & Support**

- Work closely with headteachers, school business managers/ office managers and administrators to provide financial advice and guidance.
- Support budget holders in understanding their financial responsibilities and reports.
- Provide advice and guidance regarding academy finance regulations, policies, and procedures.
- Assist and support administrators to follow financial procedures and processes within school.
- Act as a key contact for external stakeholders (e.g., banks, suppliers, local authorities, DfE).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Post holders are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### Person Specification

Area	Essential Skills	Desirable Skills	Method of Assessment
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>· Full working knowledge of ICT and other specialist equipment/resources</li> <li>· Excellent attention to detail and accuracy</li> <li>· Strong numeracy and data-entry skills</li> <li>· Ability to follow financial procedures and meet deadlines</li> <li>· Work constructively as part of a team: understanding school roles and responsibilities and your own position within these</li> <li>· Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>· Knowledge of school policies/codes of practice/legislation</li> <li>· Knowledge of safeguarding</li> </ul>	<b>Application Form</b>  <b>Interview</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>· Current NVQ level 2 in English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>· Hold a professional finance qualification</li> </ul>	<b>Application Form</b>  <b>Interview</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>· Financial and administrative experience.</li> <li>· Experience of maintaining financial and management information IT systems.</li> <li>· Working knowledge of finance ICT packages.</li> </ul>	<ul style="list-style-type: none"> <li>· Financial and administrative experience gained within a school or educational setting.</li> </ul>	<b>Application Form</b>  <b>Interview</b>



<b>Disposition</b>	<ul style="list-style-type: none"><li>· Have high professional standards and provide a positive role model for other staff</li><li>· Show initiative and be self-motivating</li><li>· Tolerant/resilient and an ability to work under pressure</li><li>· To uphold confidentiality at all times</li></ul>		<b>Application Form</b>  <b>Interview</b>
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**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

