



Vale Academy Trust

JOB DESCRIPTION

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| Job Title | Senior Finance Officer | Department | Finance |
| Reports to | Financial Controller | Grade | 9 - Pt 29 £26,470 to Pt 32 £29,055 Job Evaluation Pending |
| Line manages | N/A | | |
| Hours of work | Flexible to meet needs of the business | Weeks per year | 52 |
| Hours per week | 37 | Unpaid break | 30 minutes |

Principal responsibilities:

- To be responsible for the main sources of income across the Trust
- Support all schools in the provision of accurate and robust financial information

Main responsibilities:

- Complete the weekly reconciliation of all the bank accounts, particularly focussing on income and non-pay expenditure.
- To be the lead member of the finance team for all Trips activity. This will include regular working with relevant teachers and support staff in schools and interrogation of systems to produce reports.
- Be the lead contact, within Finance, for the operation of the ParentPay system. Monitor and review all other forms of income and where necessary find new solutions.
- Review and process purchase orders, credit card and other expense forms.
- Raise relevant sales invoices and regularly review Aged Debtors.
- Complete the monthly bank reconciliations.
- Prepare the regular VAT Return.
- Contribute to the completion of monthly Management Accounts and other reports including the monthly closedown timetable.
- Assist with processing any element of payroll, for example, setting up new starters, inputting casual claims and reviewing payments being made.
- To undertake one off projects and analysis as necessary.
- Contribute to the year-end audit process.
- Review and make suggestions for improvements in finance processes and document current processes and controls.

General duties:

- To be personally committed to a philosophy of continuous improvement in relation to whole academy policy as well as in all team roles and areas of personal responsibility.
- To participate in personal staff development and relevant training schemes.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.
- To comply with "Rights and Responsibilities".



Portway, Wantage, Oxfordshire, OX12 9BY 01235 225700
Chief Executive - Simon Spiers B Ed (Hons) NPQH
National Leader of Education

Vale Academy Trust is a company limited by guarantee (Company Number 7674473)
and an exempt charity





Vale Academy Trust

- To be committed to safeguarding and promoting the welfare of children and young people.
- To undertake other duties as may be required from time to time.
- To be prepared to undertake First Aid training if required.

PERSON SPECIFICATION & SELECTION CRITERIA

| Specification (Job Related) | Essential | Desirable |
|-----------------------------|--|--|
| Education and training | 5 GCSE's grade A*-C or equivalent, including maths A-Level | An accounting qualification, e.g. AAT |
| Knowledge and experience | An understanding or core double entry book keeping principles. Minimum 3 years' experience working in a finance environment. | Experience of working in a School, Academy, public or charity sector setting. Knowledge of payroll. |
| Skills | High level of numeracy. Good level of skill using word and excel. Competent in letter and report writing. Able to persuade, motivate, negotiate and influence. | Previous experience of using PS Financials |
| Personal qualities | Enthusiastic. Able to work as part of a team. Can work with minimum supervision. Can adhere to short deadlines. Respects confidentiality in the handling of personal and sensitive data. Good communication skills. | |