

Job Description

Post Title: Senior Finance Officer – Academy Support

Department: Wellspring Central Office (Lincolnshire / North East Lincolnshire)

Reporting to: Chief Finance Officer (CFO)

Salary: £35,700 to £45,900 dependent on qualifications and experience

Purpose of the post

To deliver strategic and operational financial support services to a number of Academies across a geographical area within the Multi-Academy Trust, whilst contributing towards the broader priorities and objectives of the Trust Finance team and wider Trust Support Centre

Responsibilities

The post-holder will oversee a portfolio of Academies to whom they will provide strategic and operational finance support, including:

- Preparation and monitoring of Academy budgets alongside Principals.
- Preparation of monthly budget monitoring reports and scrutinising budget variances.
- Development and review of 3 year budgets linked to school improvement plans, estates and other asset strategies and Trust long term business plans.
- Undertaking monthly budget monitoring and preparation of monthly management accounts and month end reporting including scrutinising budget variances. This will involve processing month end in accordance with Trust procedures.
- Working with staff within the Academies and the Trust Support Centre to ensure efficient processing of financial transactions in accordance with Trust Financial Regulations.
- Providing financial support to Principals ensuring strategic and operational decisions are made based on sound financial data. Providing requested financial information to Principals, CFO, Auditors and Governors as required. Supporting the growth and development of the Academies.
- Attendance at Governing Body meetings as required.
- Support in the training and quality assurance of Academy staff as required.
- Support in the structuring of back office support within Academies, considering the most efficient and effective ways of working.
- Support in the identification and sourcing of external funding to support operational objectives.
- Support Academies in joint working and joint procurement opportunities to maximise the effective use of limited resources.
- Provision of Finance support to Academies and Schools outside the Trust. This provision may include independent peer reviews of external school/academies and their financial controls.
- Supporting the CFO in undertaking financial due diligence checks of new schools joining the Trust. This includes long term/medium term budget planning.
- Supporting budget setting for Free School projects.

- Internal Audit support. Supporting the CFO in undertaking internal control checks and ensuring compliance with Trust Financial policies and procedures. Ensuring internal controls are functioning and sufficient. Development of internal guidance/manuals to aid Academies understanding of internal processes and resolution of any issues raised by Auditors.
- Promotion of Value for Money (VFM) throughout the Trust. The Trust must be able to demonstrate that public funds have been used as intended by Parliament.
- Perform financial administration tasks in helping to maintain an effective and flexible support centre.
- These duties may be amended from time to time by the line manager in consultation with the post holder.
- Any other duties commensurate with the grade as appropriate.

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 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

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

Senior Academy Finance Officer: Person Specification

Section	Information	Essential / Desirable	How Identified
Education and Training			
Formal qualifications and relevant training	Part Qualified Accountant or equivalent	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 undertaking service and financial planning processes including detailed budget setting		
	Experience in undertaking budget monitoring processes and preparing management accounts	E	
	Experience maintaining an accounts system and processing day-to-day transactions	D	
General and Specialist Knowledge			
Includes abilities and intellect	Experience in Educational 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	