**Wellspring Academy Trust**

**Job Description**

**Post Title:**  Finance Officer

**Reporting to:** Trust Finance Officer

**Salary:** £26,010 to £31,212 dependent on qualifications and experience

**Purpose of the Post**

The role involves supporting the Trust Finance Officer, reconciling the Trusts balance sheet accounts, and undertaking maintenance of the Trust’s financial accounting system, supporting the processing function and assisting in budget monitoring duties.

**Responsibilities**

The post holder will have responsibility for:

* Maintenance of Balance Sheet control accounts and monthly reconciliations
* Preparation of VAT returns
* Year-end preparation and support
* Collating and reporting financial KPIs
* Maintenance of the Finance System
* Posting and reconciliation of Payroll accounts.
* Support the budget monitoring of Business Units within the Trust
* Support in preparation for year end and financial audits
* Support in submission of financial returns
* Contributing to the continued high-quality support The Trust provides to its academies and business units

**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.

**Wellspring Academy Trust**

**Finance Officer (Central System) Person Specification**

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| **Section** | **Information** | **Essential / Desirable** | **How Identified** |
| **Education and Training** |  |  |  |
| Formal qualifications and  relevant training | Part Qualified Accountant or equivalent | **D** | Application Form  Interview Task Documentary Evidence  References |
| AAT Qualified or equivalent | **E** |
| 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 reconciling control accounts | **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 | **E** |
| **General and Specialist Knowledge** |  |  |  |
| Includes abilities and intellect |  |  | 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 License and own vehicle | **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 organized, with excellent attention to detail. | **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** |
| A commitment to safeguarding and promoting welfare for all | **E** |