

<b>Post title:</b>	Finance & Compliance Officer
<b>Salary and grade:</b>	Band I (£31,371 - £33,799)
<b>FTE</b>	Full-Time
<b>Line manager/s:</b>	Chief Finance Officer

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### **Main purpose of the job:**

To be part of the Trust's central finance team, promoting the highest standards of business ethos and ensuring the most effective use of resources in supporting the Trust's strategic objectives, including the maintenance of accurate financial records. Work with the Chief Finance Officer on development projects in support of the Trust's strategic objectives. Liaising with School Business Managers in each school within the trust, ensuring that accurate Financial information is reported to the Chief Finance Officer.

### **Key duties and responsibilities**

#### **Responsible for:**

- Monitoring coding of financial transactions in accordance with the trust's chart of accounts and maintaining an accurate general ledger.
- Supporting the Chief Finance Officer on the effective delivery of key financial and Trust development activities to support the Trust's strategic objectives.
- To support the Chief Finance Officer in the production of consolidated management accounts.
- Analysis work to be done as and when required as instructed by the Chief Finance Officer.
- Checking and authorising academy month end reconciliations.
- Maintaining the MAT asset register, including reporting of disposals.
- Liaison with SBMs to ensure correct accounting procedures are followed.
- All aspects of budget monitoring and budget forecasting for the trust, ensuring grant funded projects are separated and monitored in accordance with their specific grant funding rules.
- Month end liaison with SBMs in order to assist the CFO in the production of consolidated monthly management accounts.
- Year End Closedown of the trusts accounts, to record all cross year transactions by way of prepayments, accruals and deferred income and to produce and input journals where necessary.
- Maintenance of complete and accurate financial records.
- Complying with and maintaining the retention and archiving schedule.
- Producing reports from the financial management system as requested by the Chief Finance Officer in order to meet statutory deadlines.
- Assisting the Chief Finance Officer to extract information from the financial management system for year-end tasks when required.
- Monthly financial reconciliations for the trust to include payroll, VAT, bank and inter- company transactions.
- Preparation and submission of the monthly VAT return for the trust and the academies.
- Ensure the Trust has access to appropriate and meaningful benchmarking data.
- Adhere to trust financial policies and procedures.
- Administer the internal and external audit action plan, ensuring the Chief Finance Officer can produce regular update reports for the Audit and Finance Committee.

### **Key duties and responsibilities (cont)**

- Support the Chief Finance Officer in the preparation of annual accounts, DfE returns, and other financial statements in accordance DfE/ESFA/HMRC requirement
- Assisting Academies and the CFO in development and delivery of financial plans
- To use financial information to identify areas of spending, to assess trends and Benchmark against
- Provide support and guidance to academies on the use and operation of The Trust finance systems where appropriate. Advise on and implement key finance system improvements.
- Support the Chief Finance Officer on the effective delivery of key financial and Trust development activities to support the Trust's strategic objectives.
- Support the Chief Finance Officer in preparation of Trust-wide financial manuals, training and guidance notes.
- Identify back office and other efficiencies and work with the Chief Finance Officer to implement these.
- Supporting the preparation of annual academy budgets and performance analysis.
- Provide accountancy advice and support to schools and ensure month end checklists are completed.

### **Additional duties**

As appropriate, the post holder's duties must be carried out in compliance with the following:

- Equal Opportunities Policy and Strategy;
- Information and data Security Policies;
- EFA's Financial Regulations as set out in the Academy Handbook;
- Health and Safety at Work Act (1974) (and subsequent health and safety legislation);
- Data Protection Act 1998 and General Data Protection Regulation (2018);
- Information Records Management Toolkit for Schools

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

### **Safeguarding**

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications</b>	Qualified Accountant (AAT, ACA, ACCA, CIMA, CIPFA)	•	
<b>Experience</b>	Experience of working in an effective finance function.	•	
	Experience of designing and implementing financial management processes and controls.	•	
	Financial reporting including skills and experience of working with stakeholders to develop strong financial understanding.	•	
	Experience of producing and presenting complex management accounts.	•	
	Track record of effective budget preparation and control.	•	
	Demonstrable understanding of the principles and practice of identifying and managing risks.	•	
	Experience of generating income and preparing bids for grant funding .		•
	Knowledge of the funding, regulatory and legislative environment of academies.		•
	Knowledge of Special Educational Needs and Disabilities (SEND), personalised budgets and continuing care.		•
	Knowledge of HCSS financial management system.		•
<b>Thinking Ability</b>	An analytical thinker who can process complex information quickly and rigorously in order to recommend effective decision making	•	
	Can demonstrate sound judgement to undertake complex tasks in a systematic way	•	
	Thinks creatively and imaginatively to solve problems and identify opportunities	•	
	Able to demonstrate having planned appropriately for future success	•	
<b>Personal Effectiveness</b>	High ethical standards and influencing skills with the ability to engage effectively with all staff across the Trust	•	
	Self-confident with the ability to transmit appropriate messages to appropriate audiences	•	
	Works reliably under pressure to produce timely, accurate information and is willing to do whatever necessary to bring about results	•	
	Able to be resilient and robust whilst showing	•	

	compassion in dealing with issues and is calm under pressure		
<b>Interpersonal Relationships</b>	Demonstrates a variety of management approaches	•	
	Ability to establish positive and productive working relationships with school leaders and outside agencies	•	
	Effectively engage and communicate with others	•	
	Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes	•	
	Goes out of the way to establish contacts and use the relationships to achieve business objectives.		•
	Able to remain approachable and professional at all times.	•	
<b>General</b>	The flexibility to meet the full range of job requirements.	•	
	Able to travel to a wide range of meetings and events.	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	No serious health problems that will likely impair or impact on job performance.	•	