

Morris Education Trust  
Job Description

|                      |   |
|----------------------|---|
| Name of Post Holder: |   |
| Post Title           | Trust Finance Officer   |
| Reporting to:        | Trust Finance Manager   |
| Responsible for:     | To support the Trust Finance Manager by processing financial transactions in an accurate and timely manner and ensuring compliance with the Academy's Financial Control Procedures. |
| Working time:        | 37 hour per week/TTO + min of 4 weeks during holiday period   |
| Salary:              | Grade 5   |
| Location:            | The normal place of work will be based at Morris Education Trust but you may be required to work at other sites within the Trust  |
| Disclosure Level:    | Full DBS  |

1. Main Purpose of the Role

- To assist with the smooth processing of all finance functions ensuring all input is accurate and efficient, using the trust accounting system sage 200
- Support the Finance Manager in all other finance functions as required

2. Operational Planning

- Ensuring the timely input of all invoices, credit notes, orders and other finance related matters enabling the accurate monthly reporting of the academy financial position

3. Operational Implementation

- Input all invoices, credit notes and orders into Sage 200 as required
- Cash handling and banking as required
- Placing of orders using correct procedures and ensuring all commitments are recorded within the academy accounting system
- Issuing sales invoices as required using the academy accounting system
- Bank reconciliation of academy bank accounts under the direction of the Finance Manager
- Trips financial collection and disbursement of funds using the academy monitoring software
- Receipt of orders and checking to the order /invoice. Ensuring Budget holders have signed before payments are settled
- Assisting the finance manager with any other finance operation requiring dual or separation of duties

4. Staffing/Supervisory Responsibilities

- None

5. Other Responsibilities

- To be prepared to undertake any relevant training required
- To undertake any other duties commensurate with the post as may be required

- To keep up to date with the necessary policies, procedures, rules and regulations
- To play a full part in the life of the academy and Morris Education Trust, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
- To promote actively the Trust's corporate policies
- To comply with the Trust's Health & Safety Policy
- To participate in the Trust's appraisal scheme

6. Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/adult protection training as required by the Trust

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, *commensurate with the post's banding and whenever reasonably instructed.*

7. Signatures

Post Holder: ..... **Date:** .....

Line Manager: ..... **Date:** .....