**Job Description: Lead Finance Officer**

|  |  |
| --- | --- |
| **Post Details** |  |
| **School/setting:** | Twynham Learning Core Services |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 11 |
| **Responsible to:** | Trust Finance Manager |

|  |
| --- |
| **Main Purpose** |
| To provide technical financial expertise to resource essential processes across the Trust; ensuring the monthly and annual cycles of activity run smoothly and accurately. Supporting the Trust Finance Manager in bringing together financial information maintained at school / business unit level to provide a consolidated picture. Supporting colleagues across the Trust to adopt standardised processes which ensure compliance and efficiency. |

|  |
| --- |
| **Duties and Responsibilities** |
| * Preparation of consolidated monthly management reporting*,* including KPIs and trend analysis. * Production of benchmarking reporting on a termly basis. * Providing financial management support to core business areas, including forecasting, budget monitoring/health checks, payment runs, business partnering and annual budget setting. * Providing financial management and support regarding capital spend, including forecasting, budget monitoring and annual budget setting. * Coordinating forecasting across the trust, including providing challenge to schools. * Review and consolidation of balance sheet accounts. * Compiling inter-company transfers and recharges for income and expenditure; facilitating school finance teams with general support. * Preparation of the monthly journal processing cycle and salary/payroll reconciliations, bank reconciliations, aged payables/receivables, credit card/petty cash reconciliations. * Supporting the Trust Finance Manager with financial statutory returns. * Ensuring accurate quarterly VAT reports are prepared and processed. * Supporting the Trust Finance Manager with the preparation and liaison associated with audit activity. * Supporting the Trust Finance Manager as a back-up for payment run loading and authorisation. * Coordinating banking updates for staffing changes. |

|  |
| --- |
| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

|  |
| --- |
| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

|  |  |
| --- | --- |
| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

|  |
| --- |
| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:**   * Experience within school finance, preferably within the academy sector * Strong technical accounting ability to manage day-to-day queries from operational finance staff * Collaborative approach to ensure good practice and sound decision-making * Strong IT skills (proficient with Microsoft Office, expert in Excel and familiar with accounting platforms) and excellent organisational skills / efficient working practices. * Strong written and verbal communication skills to ensure effective working with a range of Stakeholders within and beyond the Trust * Ability to travel across Twynham Learning sites and to external meetings as required * Minimum GCSE Maths grade C or above (or equivalent)   **Desirable:**   * Experienced finance professional able to utilise technical expertise in implementing our financial framework consistently across all parts of the organisation * Experience in using Xero accounting system, Planergy purchasing system and IMP budgeting system * Proven track record of managing complex financial scenarios |

|  |
| --- |
| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

|  |
| --- |
| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary). |