

Holy Cross Catholic Multi Academy Company
Job Description: Finance & Administration Officer

Date of Issue: January 2020

Salary: Grade 6 £25,463 - £32,029 FTE (£23,126 - £29,089 Pro Rata)

Working Pattern: Term time only plus teacher training days & 2 weeks in the summer

General Responsibilities

This post is located within the MAC Head Office Team currently based at St Augustine's Primary School. The postholder will undertake a wide range of accountancy, finance and administrative duties to support the work of the Catholic Senior Executive Leader (CSEL), Chief Finance and Operations Officer (CFOO) and MAC Finance Manager. This will also involve supporting headteachers and staff based at schools within the Holy Cross Catholic MAC in financial matters and will involve regular visits to MAC schools.

Specific Responsibilities

Finance

1. Work with the CFOO and Business and Finance Manager to produce monthly management accounts for the schools and central team. This will involve checking for mis-coded transactions, creating journal entries for recharges, identifying variances and processing approved virements.
2. The postholder will be line managed by the Finance Manager and report into the Company's Catholic Senior Executive Leader (CEO) and Chief Finance, Operating Officer and to Board members, as required. They will liaise directly with Headteachers in relation to school's budgets and have oversight of the work of school finance staff who are currently graded at G5 and G6.
3. Responsibility for monitoring spend against school and central Multi Academy Company budgets.
4. Responsibility for monitoring contractors and suppliers to minimise the risk in relation to fraudulent transactions.
5. Support headteachers to set school budgets (from £1 million to £8 million) and advise on future financial challenges and opportunities.
6. Support the schools with the preparation of their annual budget plans, for example by analysing and forecasting expenditure and income.

7. Complete monthly bank reconciliations for the head office bank account, maintaining records for financial transactions.
8. Process VAT re-claims with HMRC for the MAC and apportion VAT reimbursements across the schools accordingly.
9. Manage and maintain the purchase ledger and sales ledger for the MAC head office team.
10. Process grant income for the MAC and monitor against income budgets.
11. Reconcile debit card logs for the MAC head office team, checking receipts and processing journals.
12. Be responsible for processing payroll journals for the MAC schools and central team.
13. Oversee the supplier database on the MAC finance system for all schools, including vetting new suppliers, checking BACS details and updating supplier information where necessary.
14. Provide system admin support for the PS Financials database, including structure changes, creation of ledger and account codes and uploading new year budgets.
15. Support the annual closure of accounts process by assisting with year end processes, completing accrual and pre-payment journals and reviewing ledger accounts.
16. Carry out procurement activity on behalf of the MAC head office team, for example seeking competitive quotes for high value purchases, raising purchase orders, processing BACS and faster payments. In relation to the Central Capital Fund this could range between £2,000 to £100,000 depending on the nature of the project/programme.
17. Provide support to school-based staff on financial processes.
18. Provide cover for school-based staff from time to time, e.g. to mitigate the impact of sickness absence.
19. Contribute to financial tasks as required, for example collating and preparing financial data for inclusion in reports, supporting the creation of financial and procurement processes and policies.
20. Support the MAC Business and Finance Manager with the provision of financial information and advice to schools as required.

21. Maintain a central contracts / SLA register for the MAC, providing management information on this to the CFOO and MAC Business and Finance Manager to support with tendering processes.

22. Act as an authoriser for the MAC online banking system, checking and approving BACS and fast payments.

Administration

23. Providing admin support to the MAC Head Office team including, but not limited to, word processing, filing and other general office tasks. Arranging meetings, occasional minute taking and updating calendars.

24. Involvement in relevant recruitment processes and maintaining records.

Other

25. Contribute to the effective working of the MAC Head Office Team by participating in meetings and suggesting improved ways of working.

26. Maintain competence in the role by attending training as required.

27. Any other duties as may reasonably be required.

Holy Cross Catholic Multi Academy Company
Person Specification: Finance & Administration Officer

	Essential	Desirable
Education and Qualifications	<p>Five GCSEs or equivalent, including Maths and English</p> <p>Association of Accounting Technicians (AAT) qualification (or equivalent) Level 4 required.</p>	
Knowledge and Experience	<p>Substantial experience of working within a finance function, carrying out a range of finance tasks.</p>	<p>Experience of working within a school / academy finance function.</p> <p>Experience of working with the PS Financials software.</p>
Job Related Skills	<p>High level of ICT skills including knowledge of Microsoft Word and Excel packages</p> <p>Understanding and practical application of finance systems</p> <p>Able to communicate financial information to non-financial personnel in a clear manner</p> <p>Able to manage own workload and prioritise work effectively</p> <p>Able to deliver financial support and training to individuals</p> <p>Understand the importance of internal control systems in providing strong financial governance</p>	<p>Knowledge and understanding of current ESFA financial requirements</p>

<p>Personal Qualities</p>	<p>Self motivated and enthusiastic</p> <p>A team player willing to help others in the team</p> <p>Honest, with integrity and the ability to maintain confidentiality</p> <p>Commitment to high quality work and attention to detail</p> <p>Excellent customer service skills, with a 'people and service' ethic</p> <p>Willing to travel to schools located within Coventry</p>	<p>Holds a current, UK driving license</p>
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Holy Cross Catholic Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. The successful candidate will be required to obtain an enhanced Disclosure and Barring Service certificate.