

JOB DESCRIPTION

JD no: 60

Job Details

Post Title	Finance Officer - Operations
Responsible to	Line Manager – Senior Finance & HR Manager

Purpose of job

1. To undertake a range of finance support responsibilities to ensure the efficient and effective use of the Trust's operational budgets.
2. To seek alternative sources to maximise income.
3. To co-ordinate bid writing across the Trust.

Responsibilities

1. Monitor monthly budgets for the Trust operational income sources for example trading company, teaching school, catering and prepare/analyse reports for the Trust Finance Director, Senior Operations Manager and Senior Finance & HR Manager, making recommendations as appropriate.
2. Assist with the preparation of the financial plans for these operational cost centres.
3. Undertake both balance sheet and income and expenditure account monthly reconciliations for the operational cost centres, for example bank accounts.
4. Monitor receipt of income, query and chase where necessary.
5. Co-ordinate any bid writing across the Trust.
6. Generate income from alternative sources.
7. Assist with the implementation and maintenance of the Trust's financial procedures and systems, ensuring adherence to procurement procedures, financial regulations and audit requirements.
8. Undertake day-to-day supervision of finance staff.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

10. Maintain financial records and undertake financial administration.
11. Enter income and expenditure on the finance system.
12. Undertake a range of financial procedures to include; processing orders, invoicing, preparation of cheques and bank payments, banking cash, issuing receipts and dealing with supplier issues, ensuring correct financial control, in line with the Scheme of Delegation, is applied.

Assessment and Reporting

- Standard of work will be assessed by the Senior Finance and HR Manager and as such the Finance Officer - Operations will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Finance Officer - Operations will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Finance Officer - Operations is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Finance Officer - Operations will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Finance Officer – Operations is employed for 37 hours per week for 52 weeks

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Finance Officer - Operations will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Finance Officer – Operations will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.