

JOB ROLE: Finance, Business and Communications Officer

MATERNITY COVER: One-year position from September 2022

PAY BAND: Band 7, £25,927

HOURS: 37 hours/52 weeks per year

REPORTS TO: Chief Finance Officer (CFO)

The Salterns Academy Trust is a learning community where every member of staff understands the difference that they can make to our students' incomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the Trust's professional development. The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purpose:

This is a one-year maternity cover position, starting September 2022. The position is located at Trafalgar School, Portsmouth and the key purpose of the role is:

- To ensure the provision of an effective and efficient financial support service, dealing with all matters in a confidential and professional manner and operating in accordance with financial regulations at all times.
- To support the CFO and Chief Operations Officer (COO) with a range of key business activities, including leading key projects and producing financial analysis and reporting for LGBs and the Trust Board.
- To deliver communications plan for Finance, Data Protection and Trust promotion.

Accountabilities:

Trust Communications

1. To deliver the agreed communications plan to raise awareness of the support the Finance team can offer, and to ensure that school staff are aware of processes and deadlines.
2. To design and deliver the annual communication plan in relation to key Data Protection messages for staff. and to ensure that school staff are aware of their responsibilities.
3. To engage with staff regarding the implementation of digital solutions, such as online ordering, and provide individual support to ensure staff become familiar with using the systems
4. To produce termly Trust newsletters for key stakeholders about the work of the Trust, under the direction of the CEO, collating information as required.
5. To maintain the Trust website, with regular reviews of content
6. To lead the arrangements for Trust events and other marketing activities, as required

Finance

7. To ensure that the breadth of financial administrative tasks and processes for Trafalgar school are undertaken in a timely manner and are accurately recorded on the PSF financial management system. This includes ensuring that queries are dealt with promptly.
8. To provide accurate budget monitoring and forecasting information in liaison with budget holders.
9. To prepare the monthly Payroll for Trafalgar school, ensuring accuracy and liaising with the Executive Headteacher for sign-off, and with the payroll team in relation to any queries.

10. To ensure banking is undertaken on a weekly basis and undertake the weekly bank reconciliation.
11. To work within the requirements of the Academies Financial Handbook, Academies Accounts Direction, and the Trust Finance Policy
12. To ensure the safe keeping of all financial records, including remittances, payment information, payroll data, cash, and receipts, as well as retaining evidence for internal and external auditors
13. To advise the CFO immediately of any errors or problems with the operation of PS Financials systems including any irregularities, which may result in a risk to the school's finances.

Business Activities

14. To support capital expenditure projects, working with the CFO and liaising with contractors, and by maintaining detailed financial records for each capital project, including evidence of expenditure, and reclaiming funding, and ensuring compliance with the terms of any grant funding and deadlines.
15. To lead the Freedom Tech Chromebook Scheme, including liaising with the FT Contract manager and his team, marketing the scheme to parents, financial managements of the scheme, debt management and reporting as required.
16. To act as the Deputy Data Protection Officer in the COO's absence, including providing advice, guidance, training and undertaking data mapping and learning walks, focussed on DP matters.
17. To support the CFO with the collation, analysis, and submission of statutory returns to the required deadlines.
18. To work with the CFO to deliver the annual Audit process, ensuring data is accurate and completed to the agreed deadlines and contribute to the preparation of the final accounts and statutory financial statement.
19. To maintaining oversight of and provide annual summary reports on the catering finances to LGBs (Hamilton's @ ALNS, and Caterlink @ TS)
20. To oversee the School Hire system for community bookings, ensuring that the schools' facilities are marketed effectively. To monitor income generated, liaising with the Site Manages, and provide annual summary reports on the community hirings to LGBs.
21. To undertake other short-term operational projects, under the guidance of the COO, as required.

General Responsibilities

22. To line manage the Trust Business Administration apprentice, and oversee their work, providing mentoring and guidance.
23. To work in partnership with other members of the Finance Team, ensuring sharing of best practice and cover, as necessary.
24. To establish and maintain positive, professional relationships with students, staff, and external partners.
25. To positively and pro-actively support the Trust ambition to move to digital working practices.
26. To participate professionally in own Line Management meetings.
27. At the discretion of the CFO, to undertake other activities from time to time agreed to be consistent with the nature of the job description.

Desirable Requirements

- Recognised Level 3 Finance qualification (AAT level 3 or equivalent)
- Understanding of the financial functions and duties of a Multi-Academy Trust
- At least 4 years' experience working in a project-based or finance-based role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

