

Job Description

Job Title:	Senior Finance Support Officer
Location:	Head Office
Pay Point:	Grade 8, £25,463 to £29,909 per annum, pro rata
Conditions of Service:	Support Contract of Employment
Responsible to:	Finance Director
Responsible for:	N/A

Main Purpose

Working as part of the Shaw Education Trust Finance team to support the Director of Finance in the management and efficient operation of the Trust's accounting functions to agreed procedures.

To support the Finance Director with the preparation of the annual accounts for audit

To maintain a comprehensive Asset Register for the academies

To support the Director of Finance with ensuring the achievement of best value, undertaking regular financial analysis and benchmarking.

Main Duties and Responsibilities

- Work with the Director of Finance to deliver the financial strategy of the group of academies, to facilitate the achievement of the academies' objectives and development plans
- Maintain an appropriate common accounting system across the academies, ensuring these meet both internal needs and the requirements of external agencies, including funding bodies.
- Support the Director of Finance with the production of accurate and comprehensive monthly consolidated management accounts for a range of stakeholders, including the CEO and Trust Board.
- Undertake month end reconciliations and claims as required, to include the posting of payroll and the preparation of VAT returns.
- Carry out accounting for Shaw Education Trust to include payments to academies, maintenance of accounting records, bank reconciliations and reconciliations of all main general ledger accounts.
- Prepare monthly prepayments and accruals

- Maintain an effective system of internal control, including monitoring and evaluating the effectiveness and efficiency of the accounting systems and processes in all academies, and ensuring adherence to relevant finance policies and procedures
- Support the Director of Finance with the preparation of the annual accounts in readiness for audit, ensuring that these are adequately supported by the underlying books and records of the academies
- Provide support and guidance on the operation of the academy financial systems.
- Provide advice and guidance on the academy's budgetary and financial control procedures.
- Assist the Director of Finance in discharging their duties on behalf of Shaw Education Trust
- Ensure that the academies comply with all relevant laws and regulations and statutory requirements within areas of responsibility.
- Work with the IT and business management staff in all academies to maintain a detailed, accurate asset register, ensuring an annual audit of inventories is undertaken.
- Attend team briefings as necessary.
- Continue to develop your own skills by attending training courses as deemed necessary.
- To undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service.