

The Legacy Learning Trust

Job Description:	Finance Officer
Reporting to:	Finance Manager/CFOO
Job Type:	Full Time/Permanent
Leadership Pay Scale:	Grade H 16-20 NJC (£29,572 - £31,586)

Job Purpose:

The Finance Officer will provide comprehensive financial support to the Trusts' schools by managing day to day accounting tasks, ensuring compliance with financial regulations, producing accurate financial reports, and collaborating with Trust and school leadership to maintain effective budget management across all academies within the Trust, all while adhering to the Trusts' financial policies and procedures.

Key Responsibilities:

Financial Support:

- Assist in processing and maintaining accurate financial records, for example invoices and purchase orders
- Advanced use of the Trust Finance system to ensure compliance, effective financial management and sharing best practice
- Prepare draft journals and process month end related tasks ensuring accuracy and completeness.
- Analyse financial information to support the month end process
- Support with balance sheet reconciliations, for example bank and credit card
- Develop and build effective financial reporting mechanisms translating complex information for a wide range of stakeholders to support the production of monthly management accounts
- Support year-end preparations

Compliance:

- Demonstrate a proactive awareness of, and vigilant approach to, the Academy Trust Handbook, TLLT Finance Handbook, Scheme of Delegation, TLLT finance policies and other regulatory frameworks to ensure overall Trust financial compliance, escalating more complex issues to senior finance staff
- Support updates of TLLT Finance Handbook and other finance policies as directed
- Maintain relevant sections within the TLLT Business Guide, ensuring compliance across all schools
- Support with preparation for audit self-assessment, internal and external audit
- Support the development of training materials for the SBM Training and Development program

Payroll:

- Be a point of communication with Trust external payroll provider and pension agencies as directed

Communications:

- Monitoring of central communication channels to co-ordinate effective finance provision across all Trust schools
- Second point of contact for finance queries and requests from Trust schools, escalating complex issues if required
- Proactively advocate the Trust's value for money culture

Any other duties line commensurate with grade

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.