

Job Description

Job title: Finance Officer
Reports to: Finance Manager
Location: The Leigh UTC and Inspiration Academy

Job Summary:

To contribute to the UTC's overall objectives by ensuring that comprehensive and correct financial information is kept.

Job Purpose:

- Monthly Balance Sheet Reconciliations to include Bank Accounts, Credit Card Transactions, Debtors & Creditors
- Monitoring cash flow of Trust Bank Accounts
- Processing Staff Refunds
- Monthly Reconciliations of Trips Income & Expenditure
- Monthly Reconciliation of Budget Holder Reports
- To be able to process purchase and sales ledger transactions onto the accounting system
- To cover absences across the Trust if required
- To undertake other duties as directed by Line Manager

Professional Development:

- To take responsibility for personal professional development.
- To take part, as appropriate, in the UTC's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere.
- Contribute to the effective running of the UTC.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and

volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.