



Finance Officer

Pay spine points 19 - 24

37.5hpw - Full-time / Permanent **£19,329 - £22,648**

or

37.5hpw - Term-time plus 20 days / Permanent **£17,098.73 - £20,034.77**

Working times: 8.00am-4.00pm

Required as soon as possible

Post **Cathedral Schools Trust - Finance Officer**

Required as soon as possible, we are looking for a bright and highly organised finance officer to play a key role working within the finance team. The Trust is growing and developing significantly; the post holder will be crucial in providing a key support service to all Trust schools.

This is an exciting opportunity to join a successful, growing Trust, offering a varied and challenging role, requiring calm efficiency, an eye for detail and good humour, and the ability to build strong and positive relationships with all schools in the Trust. The ideal candidate will be confident to take the initiative and contribute to the development of the finance department as the Trust grows.

To apply please visit our TES site to complete the online application form:

<http://www.tes.com/jobs/employer/-1082408>

Informal enquiries can be made via email to Helen Watson, Finance Manager:

hwatson@cathedralschoolstrust.org.

Please note that we will only respond to applicants who are shortlisted.

Closing Date: Wednesday 11th July 2018.

Interviews: Week beginning 16th July 2018.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check.

**CATHEDRAL SCHOOLS TRUST -
a Multi-Academy Trust of Primary and Secondary Schools**

Post:	CST Finance Officer (Permanent)
Responsible to:	CST Finance Manager

Core Purpose:

Management of the Trust Purchase Ledger;
Assisting with maintenance of the Trust Cash Book and
Responsibility for Finance Department Post/Email inbox

Main Responsibilities & Duties:

Management of the Purchase Ledger on our PSF accounting system including:

- Placement of approved purchase orders with supplier
- Processing all invoices – both PO and non-PO invoices
- Pulling together payment runs
- Processing all Direct Debit transactions
- Processing all staff expense claims
- Maintenance of the Purchase Ledger
- Supplier statement reconciliation
- Dealing with queries from staff and suppliers

Assistance with maintenance of the Cash Book including:

- Processing of credit card statements
- Administering the online parental pay system - including enabling users to access the system and posting transactions to the Cash Book
- Cash handling including recording and banking of cash and cheques

Management of the departmental post and email inbox including:

- Processing the Finance Department post
- Managing the finance department inbox – including forwarding emails to other team members as appropriate

General

- Assist in general Trust administration as directed by your line manager.
- To be part of a team and to support where necessary the other aspects of the Trust work.
- Comply with all aspects of the Data Protection and Freedom of Information Act and maintain strict confidentiality.
- Establish and maintain effective relationships and communication with all stakeholders
- Uphold the high standards of the Trust in all communications
- Play a full part in the life of the Trust community, supporting its mission & ethos
- Adhere to the Trust's policies
- To engage actively in the staff review and development process

- To undertake professional development
 - Requires a high degree of self-motivation and initiative.
 - Other such duties as shall be required by the Executive Principal in accordance with responsibility
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Problem solving & creativity:

Pro-active solution to any problems or queries. As it is a school environment, there are frequent interruptions.

Decision making:

The post holder will be expected to prioritise his or her own workload without daily supervision. Working closely as a team with the line manager and all staff. The post holder will take day-to-day decisions within agreed parameters.

Working Environment:

Office working with frequent use of IT, using familiar and some specialised software packages – training will be provided in their use, as needed.

Contacts & Relationships:

The post holder will have frequent contact with staff at all levels within the Trust. There will also be contact with all stakeholders.

Other Factors:

Confidentiality and security of information are vitally important aspects of the work.

Notes:

The duties outlined in this job description may be modified by the Executive Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.