



Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Job Title:	Finance Officer, temporary until 31.08.25
Line Manager:	Finance Manager
Location:	This is a Trust wide role. Your principal place of work will be Soham Village College. You may be required to work at other schools within the Staploe Education Trust (currently Kennett Primary School, The Shade Primary School, The Weatheralls Primary School)
Salary:	Scale 5, points 12 - 17
Hours of work:	37 hours per week, 8.00am – 4.00pm Monday – Thursday, 8.00am – 3.30pm Friday, with a 30 minute unpaid break. Term time plus 5 days.

Job Purpose:

To support the Finance Manager in the delivery of the Trust’s strategic and operational plans with a focus on the Trust finance function.

To conduct core financial processes across all areas of financial operations, in support of the finance team.

Maintaining accurate and timely financial records and systems in conjunction with the Finance Manager and Finance Assistants

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust’s policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share
- Ensuring all transactions are posted to the correct ledger code
- Processing payments to suppliers in via the bank e-portal
- Credit card and other e-payments reconciliation
- Overseeing bank reconciliation processes
- Providing support to the Payroll Manager for payroll preparation and management
- Providing information to Headteachers and budget holders, to facilitate budget monitoring and control
- Supporting the statutory account preparation, audit, management accounting and forecasting processes by collating data and contributing to reporting



- Writing daily reports, preparing general ledgers, trial balance and other financial statements
- To assist in the production of month end and year end accounts and annual budgets
- Responding to stakeholder and general finance department queries
- To support the Trust to ensure that best value for money is achieved from purchases, such as correct quantity, quality, ensuring delivery at the appropriate time and at the best price
- To provide operations support, cover, and line management for the Trust Finance Assistants
- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.