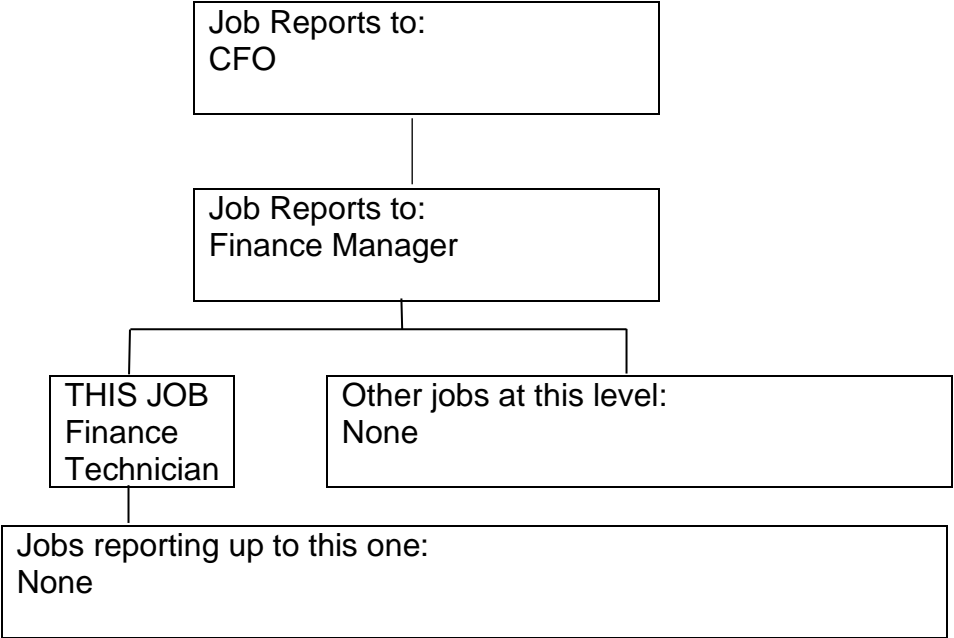


Job Description



JOB TITLE: FINANCE TECHNICIAN	REPORTS TO: Finance Manager
Based at Fulford School	GRADE: 6
1.	MAIN PURPOSE OF JOB To provide an efficient and effective financial support service to the MAT.
2.	CORE RESPONSIBILITIES, TASKS & DUTIES: <ul style="list-style-type: none"> - Process and gain approval for invoices, including verification of compliance against contracts. - Ensure accuracy of figures and budget codes within finance software before uploading invoices for all MAT schools. - Resolving queries. - Purchasing through financial software and creation of new accounts for suppliers, verifying bank details. - Creation of sales invoices as required. - Maintenance of financial systems, processes and procedures, including financial information system reports for budget monitoring purposes or in response to user needs. - Provide support and advice to schools within MAT. - Answer incoming telephone calls, responding to requests for information and disseminate. - Responsibility for complex tasks within financial system. - Support Finance Manager with a range of tasks including bank reconciliation, payment run, VAT return and adhoc tasks as required. - Collect cash and cheques, process and send with Security Company on a monthly basis. - Liaise with teaching departments and support with budget monitoring, purchasing and requests for information.
4.	SUPERVISION / MANAGEMENT OF PEOPLE Supervising temporary staff e.g. on the job training or checking work for quality and quantity. May be required to supervise others member of staff doing same kind of work. Direct: - Usually up to 5 staff

4.	CREATIVITY & INNOVATION <ul style="list-style-type: none"> - Subject to supervision, established procedures, practices and routines. The postholder is required to use own initiative to manage his / her own workload and deal with all kinds of problems as they arise. - Design and apply IT systems to support work of the team – under direction of line manager. - Developing new ways of presenting information, through ICT systems. - Create new stationery/internal forms. - Ability to give advice and seek information from pupils / parents
5.	CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> - Regular meetings with Finance Manager and CFO. - Daily contact with staff, parents, suppliers and customers. - Contact with external stakeholders such as LA Officers, suppliers, other schools and other outside agencies (ESFA, CYC, NYCC and HMRC) - Contact with schools within MAT to discuss queries in relation to budget monitoring information. - Internal and external auditors to provide information under direction of Finance Manager
6.	DECISIONS – DISCRETION & CONSEQUENCIES <ul style="list-style-type: none"> - Management/prioritisation of own workload. - Problem solving, giving advice and seeking information. - Working without close supervision but subject to established procedures, practices and routines. - Judgement when providing solutions to problems. - Use discretion when responding to enquiries ensuring no breach of confidentiality. - Make modifications and adjustments to practices. - Consequences may include monthly monitoring reports are incorrect for schools within MAT if information is not accurate. - Ensure that the administration which the jobholder undertakes has a positive impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and parents. - Direct impact on MAT audits and accounts.
6.	RESOURCES – FINANCIAL & EQUIPMENT <ul style="list-style-type: none"> - Use of normal office equipment. - Responsible for the accurate handling and security of small sums of cash and cheques.
7.	WORK ENVIRONMENT – WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS & WORK CONTEXT <ul style="list-style-type: none"> - Required to work consistently in line with the strict deadlines set by the CFO/Finance Manager. - Working from home – flexible working. - May require visits to other schools. - The role is largely office bound but sometimes involves moving around the school premises. - Working in a normal office environment. - There may be a risk of abuse from some pupils/parents and a risk from contagious illness

8.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> - Qualified or willingness to work towards AAT Level 3 qualification. - A high level of computer literacy, particularly finance systems and Microsoft office - Knowledge of GDPR and its operation and principles. - Ability to input, report and present a range of data accurately. - Ability to communicate effectively at all levels. - Ability to prioritise own work and work to strict deadlines and under pressure. - Awareness of SEN, safeguarding and child protection issues. - Proactive record of CPD.
9.	<p>POSITION OF JOB IN ORGANISATION STRUCTURE</p>  <pre> graph TD A[Job Reports to: CFO] --> B[Job Reports to: Finance Manager] B --> C[THIS JOB Finance Technician] B --> D[Other jobs at this level: None] C --> E[Jobs reporting up to this one: None] </pre> <p>The diagram illustrates the job's position within the organization. At the top, a box states 'Job Reports to: CFO'. A vertical line connects this to a box below it stating 'Job Reports to: Finance Manager'. From this box, two lines branch out: one to a box on the left stating 'THIS JOB Finance Technician' and another to a box on the right stating 'Other jobs at this level: None'. A vertical line connects the 'THIS JOB' box to a final box at the bottom stating 'Jobs reporting up to this one: None'.</p>
N.B.	<p>Content of job description agreed / effective from</p>