

Reconciliations & Payroll Finance Officer

This role is part of a group of finance officer posts in the East Manchester hub and the intention is to rotate staff around the posts, in order to maximise skills, knowledge and development of the team.

JOB DESCRIPTION

East Manchester

Pay scale – Manchester Grade 6

Reports to Finance Manager

Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. Our aim is to provide a quality education that opens up real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter their background. The Trust currently has nine partner schools.

Bright Futures Educational Trust is establishing itself as a leader in educational excellence. Our partner schools, Board of Directors and Members of the Trust are united in their mission to give our young people the quality education that they deserve.

Ultimately, BFET is passionate about offering a world-class education to our pupils that means every single one reaches their full potential, making sure no child is left behind and our values of integrity, passion and hard work are at the heart of everything that we do.

By providing an efficient and cost effective finance service this role enables schools to focus on teaching and learning and make the most of the resources available.

Key Focus Areas

- To provide a professional and timely accounting service for balance sheet reconciliations as directed by the Hub Finance Manager, payroll activities and nominal ledger maintenance to assist the Principals and the Trust's Finance Director in the efficient and prudent management of school and Trust finances.
- To provide any other support to the Finance Director and Finance team, as required.
- This role operates as part of a centralised finance team and will support various Trust locations in the North West of England. The role will be based in one of our East Manchester schools, with travel to other BFET locations required.

Specific Responsibilities

1. To assist the Trusts Assistant Management Accountant in maintaining balance sheet integrity through the reconciliation of balance sheet accounts as determined by the Assistant Management Accountant.
2. Ensure the smooth-running and input of relevant data to the payroll process, including reconciliations of payroll / pensions on a monthly basis and payments of fees for the outsourced payroll services. Liaise with HR contact in school to ensure all personnel / payroll costs are captured and recorded.
3. To ensure good internal controls operate in the Payroll function as payroll costs represent the single largest cost to schools and to the Trust. For example, that starters, leavers and other payroll changes are processed accurately and that any changes to the staff structures have been appropriately authorised in line with the Trust's financial procedures.

4. To ensure all payroll costs are promptly and accurately recorded in PS Financials, including any apportionments or recharges so that the financial system is fully up to date and reflects the true cost of the payroll costs in each school.
5. To maintain the Trust's chart of accounts and nominal ledger across all schools and the Trust to ensure that it remains fit for purpose and that all links for internal and external reporting are accurate in order to assure the accuracy of reports produced from PS Financials.
6. To maintain the asset inventory on the financial system, and assist in the school asset management process, alerting the Principals and Hub Finance Manager to any areas of concern.
7. To prepare regular and ad-hoc material, both manually and through computerised systems, for the relevant school and Trust Finance Manager for evaluation and submission, including reports and financial data.
8. To manage the filing systems, efficiently filing all records in the most appropriate manner to be easily accessible/available for management, auditors or other related parties.
9. To arrange the archiving of financial documents in line with statutory requirements.
10. To provide members of staff with advice and guidance with regard to financial procedures and regulations.
11. To consider ways to make the payroll control / reconciliation function more efficient and deliver value for money across the schools and the Trust.
12. To maintain own knowledge of academy financial reporting to ensure that the chart of accounts and reporting from PS Financials is efficient and fit for purpose.
13. To work as part of a team to support colleagues and contribute to the vision and ethos of the Trust
14. To contribute to the implementation of budgetary and financial initiatives as required.

I the spirit of cooperation and recognising that the volume of purchase ledger transaction processing within the Trust, each post within the Finance Team may be called upon to assist the Procurement and Purchase Ledger Finance Officer when demands are challenging

General

1. To represent the Bright Futures Executive Team and operate in a professional manner at all times
2. The role holder will be expected to work flexibly in terms of location and hours of work to accommodate the needs of schools.
3. To take part in the Trust's appraisal scheme and to undertake training and personal development to improve own practice.
4. To undertake any other reasonable request or duties commensurate with the post.

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Criminal Records Bureau. The post is exempt from the Rehabilitation of Offenders Act 1974.

PERSON SPECIFICATION

	Essential	Desirable
<i>Qualifications, Educational, Training</i>	5 GCSEs, including English and Maths	AAT or equivalent
<i>Relevant Experience</i>	<p>Experience of working within a transactional finance team</p> <p>Significant experience of reconciliation processes, preferably within a multi-site operation</p> <p>Experience of maintaining nominal ledger accounts and running reports from financial reporting systems</p>	<p>Has worked with PS Financials</p> <p>Has worked in Finance in a school and ideally an academy school</p> <p>Experience of maintaining asset registers / inventory</p> <p>Experience in a variety of financial roles</p>
<i>Knowledge, skills, abilities</i>	<p>Very good oral and written communication skills.</p> <p>Operates with very high levels of integrity</p> <p>Proficient user of the range of Microsoft office packages, in particular excel</p>	
<i>Team working</i>	<p>Strong personal impact</p> <p>Ability to work as part of a team and can operate independently</p> <p>Ability to work well under pressure.</p>	