

Central Finance & HR Officer

**Salary:** Grade 8, SCP 12 - 17, actual salary £19,812 - £21,873

**Hours:** 37 hours per week, term time only plus 10 days

Job Description

**Normal place of work:** Central Team Office, although you may be required to work at any other school within the Trust.

**Normal working hours:** Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm.

The post is 37 hours per week term time plus 10 additional days to be worked during school closure.

**Responsible to:** Finance Manager and HR Manager

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave to be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours

**JOB PURPOSE**

* To assist the Finance Manager with the provision of financial services to trust schools, ensuring that all financial procedures are carried out accurately, effectively and efficiently and in accordance with trust policies regularity frameworks and agreed procedures
* To undertake administrative and clerical work for the trust’s HR team ensuring compliance in all relevant legislation guidance and trust policies
* Efficient operation of the trust’s HR MIS



**KEY RESPONSIBILITIES**

**Financial Management Support**

* Management and efficient operation of the school’s accounting software according to agreed procedures
* Provide financial management information to the CFO, Finance Manager and Headteachers
* To undertake the full range of financial duties including the processing of documentation in the accounting system in accordance with the trusts financial procedures manual including:
* Processing of orders, invoices and claims
* Posting of monthly journals
* Monitor creditor and debtor accounts including the recovery of bad debts
* Assistance in the production of monthly management accounts
* Assist in the preparation of 3-year budget forecasts
* Respond to financial queries, identifying and correcting financial discrepancies and resolve financial disputes in a timely manner
* Assist with year-end and annual audit processes **HR Support**
* To assist on all matters relating to HR in all schools in the trust
* Assist in the successful recruitment of vacancies and ensure safer recruitment practices are followed
* Ensure all contracts of employment and offer letters are produced accurately
* Manage and coordinate the process to ensure all job descriptions are current, reviewed annually and signed off as part of the annual appraisal
* To assist in absence management including sickness and leave of absences, producing regular data and arranging meetings
* To assist with Occupational Health and counselling referrals
* To attend meetings and produce minutes of the meeting
* To assist in researching, developing and updating a range of HR policies and procedures ensuring statutory and legal compliance

**OTHER RESPONSIBILITIES**

* Provide general clerical support and undertake typing / word processing of correspondence, standard letters, reports, publications and other documents as required
* Provide cover for other colleagues when required

We expect all staff at Oak Learning

Partnership to share our core values

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|  | Aspiration |

1. To be an active participant in our school community. We expect our staff to be an active member of our community and to embrace school life.
2. To share and receive productive feedback. To have the ability to receive and share productive feedback.
3. To collaborate as a team; with a positive attitude. To work positivity as a team promoting a positive attitude.
4. To celebrate all successes. To positively celebrate all successes at Oak Learning Partnership.
5. To reflect on our work to ensure we always keep on learning. To be open to learning, to reflect on our knowledge and strive to be better.
6. To know all our young people's needs and work to meet them. To understand the needs of our students and actively work to be meet them.

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|  | ntegrity |

1. To be professional in demeanour and appearance. To act in a professional manner at all times.
2. To be open, honest and responsible.
3. To take ownership - be solution focused. To take ownership of work and solve any problems when necessary.
4. To share concerns with the correct person within the school. To bring any concerns to your line manager or designated person at Oak Learning Partnership.
5. To be committed to Oak Learning Partnership's vision and values in our daily work.

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|  | Resilience |

1. To understand the school exists to serve the young people and families of its community. To understand that Oak Learning Partnership exists to serve the young people and families of its community.
2. To manage our own personal well-being. To look after yourself.
3. To be aware of other's well-being. To support each other, demonstrate compassion and empathy.
4. To embrace change. To positively embrace change.
5. To focus on successes and learn from mistakes. To understand that mistakes can be made to learn from them and embrace success.



1. To work flexibly to meet the changing needs of the Trust.
2. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
3. Attend events or meetings out of normal working hours as required.
4. Undertake other tasks as reasonably requested.
5. Follow trust ethos and values of aspiration, integrity and resilience.
6. To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DFE requirements, legislation and procedures.



Central Finance & HR Officer

Person Specification

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| **CRITERIA** | **Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:**DESIRABLE** |
| **ESSENTIAL** |
| * GCSE Maths and English at Grades C or above (or equivalent) • Accounting/book
 |
| * Knowledge and experience of various software packages i.e. keeping qualification
 |
| Microsoft word and Excel • HR/relevant |
| * Experience of accounting software and HR systems Business/Administrativ
e qualification
 |
| * Experience of working within a team in an office environment • Experience of working
within a school environment
 |
| * Experience of setting multiple year budgets
 |
| * Experience of producing minutes
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| **CRITERIA** | **Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: |
| **ESSENTIAL DESIRABLE** |
| * Ability to work professionally in a highly confidential • Ability to use budgeting
 |
| environment software |
| * Full working knowledge of relevant policies/codes of practice • Knowledge of income
 |
| and awareness of relevant legislation generation opportunities* Knowledge of teachers
 |
| * Excellent customer focused approach to work and local government
 |
| * Ability to work accurately, with meticulous attention to detail pension schemes
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| * Awareness of pension and payroll processes • Knowledge of Teachers
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| * Excellent communication skills pay and conditions
 |
| * Ability to use initiative • Knowledge of safer
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| * Ability to work independently and make decisions when recruitment processes
 |
| appropriate • Understanding the |
| * Ability to prioritise workload financial and HR duties
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| * Ability to work speedily and efficiently and responsibilities of a
 |
| Multi-Academy Trust* Commitment to continuing professional development
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| * Ability to apply the principles of Equality and Diversity
 |
| through all aspects of work |
| * A personal commitment to safeguarding young people
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