

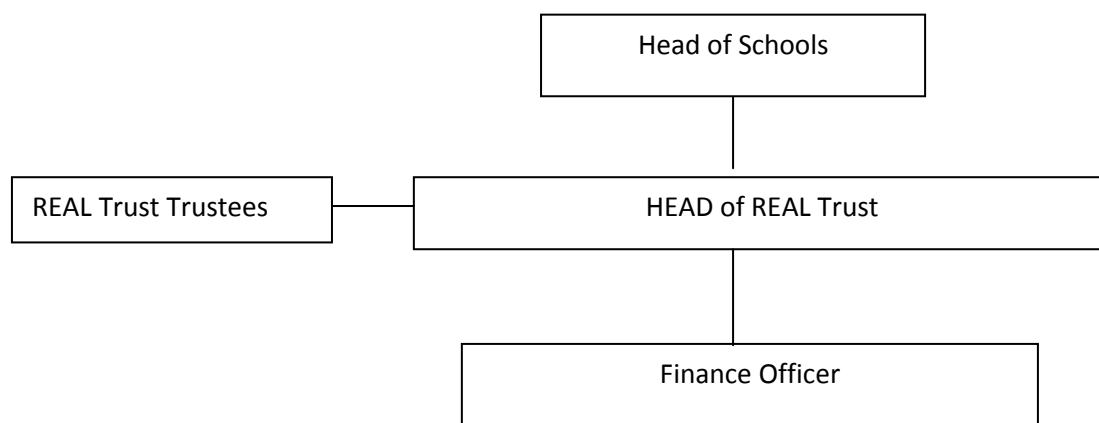
METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE:	Early Help and Schools
SECTION:	Rochdale Education and Learning (REAL) Trust
LOCATION:	Hopwood Hall College (Rochdale) OL12 6RY
JOB TITLE:	REAL Trust Finance Officer
POST NUMBER:	116344
Grade:	Grade 5 (indicative subject to job evaluation)
Accountable to:	Head of REAL Trust
Accountable for:	Finance within the REAL Trust
Hours of Duty:	37 hours
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R M B C.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. To maintain and monitor accounts and finances for the REAL Trust.
2. To ensure value for money plays a key role in all decision making

3. To ensure the effective management of the Trusts financial and other affairs in accordance with the requirements of the relevant auditors as well as the Companies Act and Charities Act 1993.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholders control.

Financial

To work in accordance with Financial Regulations and procedures of the Authority.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment / materials used by the postholder.

To adhere to the Council's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: REAL Trust team, Schools, Services, Local Authority Colleagues

External: Training providers and companies, Accountants, Audit Commission, Company's House Charities Commission.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Be able to render regular and efficient service to undertake the duties of this post.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers

- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving
- Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To provide the REAL Trust Board of Trustees with regular financial monitoring reports and draw up budgets and develop efficient and effective systems of financial management and control in relation to the functions of the Trust.
2. To provide detailed information to the Head of the REAL Trust and Chair of Trustees on cash income, invoices and payments to ensure that the income is correctly coded as necessary.
3. To be involved in the development and maintenance of information systems, including the REAL Trust website, and accounting systems e.g. SAGE by keeping records and producing financial and management information ensuring that all targets and deadlines are met.
4. To be responsible for the security of cash and cheques held at base service as a result of other LA's/Agencies contributing to the REAL Trust.
5. To process payments, writing out cheques and ensuring both signatures are signed; paying in subscriptions and other income for the REAL Trust to the Bank.
6. To deal with relevant correspondence, questionnaires etc., relating to Company Status.
7. To devise, prepare and submit grant claims in accordance with the stated terms and conditions of each grant.
9. To prepare annual accounts, reports and returns for the Trust in accordance with the appropriate accounting reference date.
9. To liaise with legal representative and appointed auditors for the Trust.
10. To assist with the:
 - Preparation on applications for funding in accordance with the relevant terms and conditions of each funding source.
 - Identification of additional sources of income to support the works of the Trust.
11. To complete government and other returns in accordance with stated requirements and within relevant timescales (including VAT returns required by HM Customs and Excise).
12. To act as a budget holder in relation to the running costs of The Trust.
13. To be responsible for the maintenance and ordering of stock and stationary supplies and payment of invoices.
14. To be responsible for the compiling for Staff Training and development returns:

- summary of evaluations;
 - in putting information onto spreadsheets in preparation of statistical information regarding the provision of training courses.
 - attendance to improved delivery and development of CPD
15. To support with general administrative tasks as required on a daily basis, including providing refreshments, setting up training resources, updating databases, booking staff on courses, assisting staff with queries, taking of phone calls as well as acknowledging receipt of correspondence, composing routine replies and assisting in the drafting of other correspondence and general office duties, as directed by the Head of the REAL Trust.
 16. To undertake salaries monitoring and ensure they are correct and balanced at service and cost level to the financial reports.
 17. To prepare appropriate annual documentation for Companies House and Charities Commission.
 18. To contribute to the development of marketing resources, taking the lead on areas as requested including the development of newsletters, flyers and other materials.
 19. To represent the Company when involved in work with other Local Authorities and Agencies and when attending Conference and Seminars etc.

SECONDARY DUTIES

1. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of the Council, as may be determined by the **Head of the REAL Trust** (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative

Job Description prepared by: Emma Metcalfe-Dunham

Date: 10th October 2017

Agreed by Postholder: _____

Date: _____

**Rochdale Metropolitan Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	REAL Trust Finance Officer
Section :	REAL Trust	Post Number :	116344
Job Ref:		Grade:	Grade 5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form / I Interview / A Assessment
Filter Questions			
1	Do you have a minimum of 5 GCSE's at Grade C or equivalent?	E	AF, I and production of certificates at interview
2	Do you have substantial experience of working in a financial environment?	E	AF and I
3	Do you have an AAT qualification or equivalent in finance / business administration at Level 4?	E	AF, I and production of certificates at interview
4	Are you able to work flexibly outside of normal working hours to attend meetings and other events as required by the REAL Trust?	E	AF and I
5	Are you prepared to undertake a certain amount of travelling around the Borough and occasionally beyond in the execution of your duties?	E	AF and I
(a) Special Working Conditions			
1	Occasional attendance at evening meetings if necessary	E	AF and I
2	Work in different locations around the Borough if necessary	E	AF and I
(b) Qualification and Experience			
1	Please give details of your experience of working with financial information systems including: the production of budget estimates and monitoring, reconciliation and control procedures, and financial returns	E	AF and I

2	Please give details of your experience in producing and presenting a range of financial information in a clear and logical manner	E	AF, I and A
3	Please give details of your experience in contributing to the development and/or maintenance of financial systems and procedures	E	AF and I
4	Please give details of any experiences you may have of seeking additional funding for resources and any bid-writing you may have undertaken to support the development and future funding of any projects you have been involved in.	E	AF, I and A
5	Please give details of your experience in analysing data and providing detailed financial reports	E	AF and I
6	Please give details of your experience in the use of a computerised financial system and experience of setting up and managing complex spreadsheets	E	AF and I
(c) Skills and Knowledge			
1	Please provide examples highlighting your ability to contribute to the development of team plans, priorities and objectives	E	AF and I
2	What experience do you have of your representing previous teams at meetings and working groups?	E	AF and I
3	What experience do you have of completing returns and managing / reporting back on financial systems and requirements?	E	AF and I
4	Please give details of your experience of and abilities to use ICT software and packages to record and monitor finances.	E	AF and I
5	Please can you demonstrate how you would use (or may have used) budgeting skills and strategies to increase business?	E	AF and I
6	Please demonstrate your excellent written and oral communication skills, including the ability to communicate effectively through written and oral reports with people from a range of social, cultural and professional backgrounds.	E	AF and I
7	What is your experience of managing a demanding workload and the ability to prioritise in order to achieve and meet deadlines?	E	AF and I
8	What is your experience of finance development and how can you contribute to the vision of the REAL Trust?	E	AF and I
9	What experiences do you have of communicating effectively and negotiating deals which provide value for money?	E	AF and I
(d) Behaviours and Values			

10	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>		
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