



<b>JOB TITLE:</b>	Schools Finance Officer
<b>SALARY:</b>	Within the range £29323- £31601 FTE
<b>EMPLOYER:</b>	Oxford Diocesan Schools Trust (ODST)
<b>LOCATION:</b>	Based at Church House (Oxford) and schools within the Oxford Diocesan Schools Trust as required
<b>CONTRACTED HRS:</b>	37 hrs per week (full-time)
<b>ANNUAL LEAVE:</b>	24 days per annum plus Public Holidays and one fixed closure day
<b>ACCOUNTABLE TO:</b>	Chief Operating Officer, ODST
<b>KEY RELATIONSHIPS:</b>	Contact and liaison with school representatives as well as colleagues employed centrally in ODST and the Oxford Diocese Board of Education (ODBE)

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The Oxford Diocesan Schools Trust (ODST) is a not for profit multi-academy trust set up in July 2012 to provide a suitable vehicle for schools in the Oxford Diocese to come together in a multi-academy Trust. We aim to offer a meaningful partnership built on the Christian principles of fellowship, where schools can share best practice, and work in support of one another, with the added benefit of the central resource which the Diocese itself can provide.

**Job purpose**

The post holder is expected to provide financial support to member and applicant schools of ODST and develop systems/ administrative procedures to ensure the efficient day to day running of schools and the wider Multi Academy Trust. He or she is expected to take responsibility for the development of high standards of practice working under the guidance of the Chief Operating Officer.

Christian principles underpin the way the organisation runs and its partnership with schools and academies and the post-holder should be committed to the organisation's vision and values.

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**Principal Accountabilities**

1. Ensure provision of an effective finance support service to ODST schools as required
2. To support the central ODST team to develop and improve standards and systems of work

## **Duties and Responsibilities**

### **Provision of an effective finance service to ODST schools**

- To monitor school budgets and advise headteachers/ ODST Chief Operating Officer of any potential deficit or other finance related issues, their implications and make recommendations on possible solutions
- To have oversight of a school's account, income and expenditure reports in accordance with EFA and ODST regulations
- To support financial officers as appropriate within member schools of ODST
- Provision of management information to ODST, Governors, headteachers and staff as required
- To implement and review school financial policies and procedures as needed
- Deliver INSET for Staff and Governors on financial matters where needed
- To follow ODST/Academy Financial Handbook procedures as appropriate
- Oversight of financial administration for a given school(s)

### **Effective financial support service to central ODST team**

- Supporting the central ODST finance team to review systems and processes and to share best practice across all ODST schools
- To support as required any schools in the process of joining ODST in respect of training and guidance in finance systems used by the Trust
- To prepare documentation and training materials for prospective schools and support the finance team as required
- Support the Chief Operating Officer in the delivery of the strategic plan and any projects that underpin this

### **Other responsibilities**

- To provide support to the ODBE and its team members as required
- In liaison with other stakeholders support the delivery of procurement activities to deliver best value for ODST schools including the monitoring of service agreements in line with the Academy Financial Handbook
- Carry out any other duties and responsibilities as reasonably required in line with operational needs
- Comply and fully co-operate with the relevant health & safety policy
- To ensure compliance with all ODST, EFA and Academy Financial Handbook requirements
- Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to continuous professional and personal development

## **Contact with others**

### ***Internal***

- The post holder is accountable on a day to day basis to the Chief Operating Officer of ODST with ultimate accountability to the Board of Trustees for ODST
- Headteachers, Business Managers and personnel in schools
- All staff members of the ODST

### ***External***

- Oxford Diocesan Board of Education (ODBE) and Finance (ODBF) staff
- Chairs of Governors, governors and Academy Directors
- Officers from Local Authorities and the DfE
- Contractors, consultants and other Third Party service providers
- ODBE and ODST legal advisers, officers at the National Society/other Dioceses

## Person Specification

Attributes	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience operating financial systems</li> <li>• Finance degree, CCAB or equivalent qualification (ACA, ACCA, CIMA, CIPFA, AAT etc....)</li> <li>• Evidence of significant and relevant Continuing Professional Development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of working in a school or Academy financial role and managing school budgets</li> <li>• Engagement with wider educational partnerships spanning the primary, secondary and local authority sectors e.g. MATs or other Diocesan partners</li> <li>• Experience of developing school or academies financial systems</li> <li>• Knowledge of Academy financial rules and regulations</li> <li>• Knowledge of PAYE and VAT regulations</li> <li>• Successful experience of working in a school or Academy financial management role, or in a similar position working alongside schools e.g. LA or independent education sector or a qualified accountant.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent financial management and financial planning skills.</li> <li>• Ability to introduce and maintain effective and robust financial systems</li> <li>• Good communication skills; ability to communicate effectively at CEO, Headteacher, senior staff and Chair of Governors level and to liaise effectively with external stakeholders</li> <li>• Ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice</li> <li>• Commercial awareness and ability to achieve value for money</li> <li>• Competent and confident in using Microsoft Office</li> <li>• Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines</li> <li>• Ability to work independently to tackle problems creatively and to think laterally.</li> <li>• Self-motivated and a good time manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interrogate school performance data and finances accurately and identify next steps for progress</li> <li>• Ability to successfully manage initiatives for change</li> <li>• Experience of advanced Excel skill including the use of pivot tables and macros.</li> <li>• Receptive to new ideas and able to generate them</li> <li>• Knowledge of using educational finance packages.</li> </ul>

Attributes	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> <li>• Excellent numerical and verbal skills, understanding and application</li> <li>• A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed</li> <li>• Must be proactive not reactive</li> <li>• Driving licence and use of own car</li> <li>• Commitment to and belief in equality of opportunity for all</li> <li>• Ability to work as a supportive member of a small team, acting flexibly to support colleagues at pressure points.</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour and fun</li> <li>• Ability to cope resiliently with the responsibilities and demands of the post</li> <li>• Motivation to work in an educational setting</li> </ul>

### **Other Information**

Hours of work	Full-time, 37 hours per week.
Place of work	Based at Church House (Oxford), OX5 1GF, with travel to schools within the Oxford Diocesan Schools Trust as required.
Annual Leave	24 days per year plus Public Holidays and one fixed closure day. Due to the nature of the role annual leave is expected to be taken during periods of school closure.
Pension Provision	Eligible for membership of LGPS
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended
Notice period	During probation, 1 month and thereafter 3 months
Circumstances	<ul style="list-style-type: none"> <li>• Driving licence or other means of transport is needed</li> <li>• Offer of appointment will be subject to a successful DBS check</li> </ul>

### **NOTE:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODST to review job descriptions regularly to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.