

## **JOB DESCRIPTION**

**POST:** Financial Reporting Officer

### **RELATIONSHIPS:**

The post holder is accountable to the Reporting & Compliance Manager and the Head of Trust Finance & Procurement in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### **PURPOSE:**

To support the Reporting & Compliance Manager providing financial reporting, payroll reconciliation and management information support within the Trust's Central Finance Team.

The post holder will undertake responsibilities as a member of the finance team within central services to provide efficient and effective assistance with the Trust's reporting function ensuring all adjustments and accounts are managed in an accurate and timely manner liaising with internal departments and the rest of the finance team across all academies and the Trust head office.

### **MAIN DUTIES & RESPONSIBILITIES:**

- Effective financial management support to the Reporting & Compliance Manager in managing the Trust's finance, preparation of financial statements, reports, etc.
- Preparation of key monthly Balance Sheet reconciliations and posting general adjustments as directed by the Reporting & Compliance Manager, for example, debtors, creditors, accruals, etc. and ensuring any issues are dealt with promptly.
- Completing and posting the monthly payroll journal and assisting in ensuring payroll checks are completed.
- Preparing monthly cashflow forecasts and other financial reports as requested.

- Maintaining the Fixed Assets Register and assisting in the completion and submission of monthly VAT returns in a timely and accurate manner.
- Support in the maintenance of the accounting systems, ensuring it is accurate, concise, and fit for purpose.
- Supporting academies in relation to financial accounting system.
- Support in the maintenance of the Trust's budgeting system.
- To support financial information requests for internal and external audit.
- Preparing and providing other ad hoc reports/ tasks as requested accurately and efficiently, sometimes at short notice with strict deadlines.
- To undertake any clerical and general office duties including filing, photocopying, scanning, maintenance of both paper and electronic filing and other clerical support to assist in the efficient finance operation.
- Deal with internal department queries both by phone, email and in person.
- Always maintain confidentiality in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Raise the profile and reputation of Finance by engaging with leaders and budget holders in a proactive, supportive and positive manner at all times.
- Ensure that financial transactions are carried out in an appropriate manner and that the financial regulations are observed.

**GENERAL:**

- To promote and support AEG's culture of being "courageous, innovative and excellent" and encourage staff, children and students to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the DPO at the earliest opportunity.

- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Health & Safety Compliance Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- Foster the Trust's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

#### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.