

## Job Description

### Finance Officer- (Temporary role- ASAP to 30<sup>th</sup> August, possible permanent role)

#### Reach Foundation 2020

#### Basic Details

<b>Start date:</b>	ASAP
<b>Hours:</b>	Full time (part time considered)
<b>Location:</b>	Based in Reach Academy Feltham (53-55 High Street, Feltham, TW13 4AB)
<b>Contract type:</b>	Temp – 6 weeks
<b>Pay:</b>	Dependent on experience
<b>Safeguarding:</b>	An enhanced DBS check is necessary for this role

#### Job Role Overview

We are seeking an experienced Finance Administrator to support our finance manager on a temporary basis (6 weeks) on the day to day financial administration activity a project within the Reach Foundation, working closely with the Finance Officer to manage resources and support the implementation of the project. The successful candidate will have experience of working in small or medium organisations, and will be flexible and self-starting. Some flexibility in terms of working hours is available.

#### Job Purpose

- To support the Finance Manager with the administration duties on a 6 week temp contract.

#### Key Responsibilities

- To order goods and services as requested following established procedures and policies
- File and post invoices and other records
- Assist in the preparation of bank reconciliation as and when required
- Assist with updating data on payroll
- Complete and maintain paperwork and processes to ensure expenses and receipts and other transactions are in compliance with Reach policy
- Assist on using software to manage the ordering of items (e.g. Redro and Sage)
- Manage online orders and web-based subscriptions
- Query suppliers on invoices and statements as directed by the Finance Office
- Ensure regular follow up on most competitive pricing for goods with suppliers
- Handle daily post
- Complete other tasks as directed by the Finance Officer

# PERSON SPECIFICATION

## Qualifications

- Strong academic qualifications; and
- Qualified to work in the UK.

## Experience

- Financial administration experience in small or medium sized organisations'
- Experience of managing a budget desirable;
- Experience of working in an education context, public sector or equivalent organisation desirable; and
- Experience of working independently and as part of a team;

## Skills and Attributes

- Excellent organizational skills;
- Basic excel skills;
- Strong written and oral communication skills;
- Knowledge or willingness to learn financial regulations and legislation;
- Analyse and interpret financial information

## Further Details

### Reach Foundation is committed to Safeguarding and promoting the Welfare of Children and Young People

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further details is required.

#### Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

#### Interviews

ASAP

#### Reference checking

References from previous and current employers will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

#### Probation

All new staff will be subject to a probation period. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

#### Equal Opportunities

Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.