

| **Job Title** | HR and Finance Officer |
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| **Responsible to** | Chief Financial Officer (CFO)  HR Manager |
| **Contract type** | Full time, permanent |
| **Salary** | Grade 6, SCP11-19 |
| **Key relationships** | Chief Executive Officer (CEO)  Chief Operations Officer (COO)  Chief Financial Officer (CFO)  Academy Headteachers  School Business Managers |

**Statement of purpose**

* The HR and Finance Officer will ensure a highly effective and consistent HR, payroll and finance service is provided to all trust colleagues, schools, senior leaders and support staff
* The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the trust in relation to the post holder’s professional responsibilities and duties.

**General Duties and Responsibilities:**

* Manage and oversee the recruitment, selection and induction processes for all academies within the trust.
* Maintain and update HR, and finance systems adopted by the Academy Trust to ensure effective and accurate records are kept
* Be a champion for our trust HR / Payroll system, ensuring structures and employee records are maintained in line with expectations
* Process financial transactions as required, including but not limited to orders, invoices, journals, and expenses
* Contribute to the integrity of financial data held in the accounting system
* Support in the internal and external audit process in providing information requested by the auditors in a timely manner
* Contribute to the timely and accurate production of statutory return for example school workforce census and accounts returns
* Maintain a strong awareness of employees across the trust and individual needs.
* Contribute to and uphold the trust’s vision and ethos.
* Treat everyone within the trust with respect and listen to concerns raised by staff members.
* Take a flexible approach to work, supporting administration in other functions as directed
* Be familiar with the trust’s policies and procedures.
* Demonstrate a commitment to CPD and training.
* Ensure equal opportunities for all and respect everyone regardless of their background.

**General Responsibilities:**

* To attend and participate in relevant meetings as required.
* Identify your own personal development needs.
* Model professional behaviour, promoting high expectations as a lead professional.

Signed (Postholder)

Signed (Line Manager)

Date