

## **Sales, Credit Control & Funding Finance Officer**

### **JOB DESCRIPTION**

**This role is part of a group of finance officer posts in the East Manchester hub and the intention is to rotate staff around the posts, in order to maximise skills, knowledge and development of the team.**

### **East Manchester**

### **Reports to the Finance Manager**

Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. Our aim is to provide a quality education that opens up real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter their background. The Trust currently has nine partner schools.

Bright Futures Educational Trust is establishing itself as a leader in educational excellence. Our partner schools, Board of Directors and Members of the Trust are united in their mission to give our young people the quality education that they deserve.

Ultimately, BFET is passionate about offering a world-class education to our pupils that means every single one reaches their full potential, making sure no child is left behind and our values of integrity, passion and hard work are at the heart of everything that we do.

By providing an efficient and cost effective finance service this role enables schools to focus on teaching and learning and make the most of the resources available.

### **Key Focus Areas**

- To provide a professional and timely accounting service for all activities through Sales Ledger and Credit Control to assist the Principals and the Trust's Finance Director in the efficient and prudent management of school and Trust finances.
- To keep abreast of and provide alerts, advice and guidance on the impact on the Trust of government schools funding policy changes
- To provide any other support to the Finance Director and Finance team, as required.
- This role operates as part of a centralised finance team and will support various Trust locations in the North West of England. The role will be based in one of our East Manchester schools, with travel to other BFET locations required on occasion.

### **Specific Responsibilities**

1. To assist the Trust in maximising income opportunities through research into grant funding opportunities, advising management and assisting with the preparation of grant funding bids.
2. To ensure that the Trust's Sales Ledgers are accurately and properly maintained in accordance with the Trust's financial procedures, and that all processing and month end deadlines are met to enable the prompt production of management information.

3. To maintain standing data on customer accounts subject to authorisation of any changes by the Financial Accountant.
4. To ensure good internal controls operate in the Sales Ledger function. For example, sales invoice requisitions raised are signed / authorised by the appropriate signatories following the Trust's financial procedures, sales invoices are coded correctly, sales revenues are maximised by ensuring all chargeable activities are invoiced at appropriate rates, and any recharges between schools are documented and agreed.
5. To ensure that sales invoices are raised promptly and accurately on PF Financials and that cash received is correctly allocated to sales accounts.
6. To issue reminders / statements and, with operational managers, chase overdue debts to ensure that all amounts are paid promptly.
7. To work with operational managers, dealing promptly with disputed invoices, and ensuring disputes are resolved in the best interests of the Trust.
8. To review the sales ledger and consider the need for any provision / write off, and to ensure that any such write off is appropriately authorised and disclosed in accordance with the Trust's financial procedures and the requirements of the funding body.
9. To be responsible for the monthly closure and reconciliation of the Sales Ledgers including the reconciliation of any recharge accounts between entities within the Trust.
10. To lead on the assessment and calculation of any sales ledger accruals / deferred income at each month end for the approval of the Hub Finance Manager.
11. To act as the Trusts Credit Controller chasing debts as they fall due minimising debt write off.
12. To prepare regular and ad-hoc material, both manually and through computerised systems, for the relevant school and Hub Finance Manager for evaluation and submission, including reports and financial data.
13. To manage the filing systems efficiently filing all records in the most appropriate manner to be easily accessible/available for management, auditors or other related parties.
14. To arrange the archiving of sales ledger documents in line with statutory requirements.
15. To provide members of staff with advice and guidance with regard to financial procedures and regulations.
16. To keep abreast of government schools funding policy changes, providing advice and guidance to the Hub Finance Managers and Finance Director on impact on the Trust and policy implementation.
17. To consider ways to make the sales ledger function more efficient.
18. To work as part of a team to support colleagues and contribute to the vision and ethos of the Trust
19. To contribute to the implementation of budgetary and financial initiatives as required.

## **General**

1. To represent the Bright Futures Executive Team and operate in a professional manner at all times

2. The role holder will be expected to work flexibly in terms of location and hours of work to accommodate the needs of schools.
3. To take part in the Trust's appraisal scheme and to undertake training and personal development to improve own practice.
4. To undertake any other reasonable request or duties commensurate with the post.

***Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Criminal Records Bureau. The post is exempt from the Rehabilitation of Offenders Act 1974.***

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b><i>Qualifications, Educational, Training</i></b>	5 GCSEs, including English and Maths	AAT or equivalent
<b><i>Relevant Experience</i></b>	Experience of operating sales ledger systems in similar organisations / structures  Experience of VAT accounting	Has worked with PS Financials  Has worked in Finance in a school and ideally an academy school  Experience in a variety of financial roles
<b><i>Knowledge, skills, abilities</i></b>	Very good oral and written communication skills.  Operates with very high levels of integrity  Proficient user of the range of Microsoft office packages, in particular excel	
<b><i>Team working</i></b>	Strong personal impact  Ability to work as part of a team and can operate independently  Ability to work well under pressure.	