

## Job Description

<b>Group Member:</b>		Luminate Education Group	
<b>Job Title:</b>		Finance Officer (Treasury)	
<b>Reports to:</b>		Treasury supervisor	
<b>Job Grade</b>	LEG A	<b>Department</b>	Finance

### ROLE SUMMARY:

The post holder will offer a customer focussed responsive and quality administrative service whilst ensuring efficient, accurate and timely payments. In particular, the post holder will have overall responsibility for the allocation and posting of all income received, for processing BACS electronic payments and for preparing bank reconciliations. The post holder will, at all times, comply with Luminate Education Group Financial Regulations and Procedures and maintain a pro-active and diligent approach to fraud awareness.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Type here

### CORE RESPONSIBILITIES:

1. To monitor payment files for processing to ensure they are received in a timely manner, complete, appropriately authorised, and reconcile to supporting evidence. To process payment files in the appropriate software (e.g. BACS software or online banking) in a timely and accurate manner.
2. Responsible for accurately processing and reconciling all group income and expenditure including posting to the finance system, including income from PDQ machines and dealing with any queries relating to that receipt.
3. To reconcile bank transactions for all group bank accounts.
4. To support the Treasury Supervisor with regular training and guidance to those involved with cash handling
5. Monitoring and processing cash advances and petty cash, ensuring all receipts and cash are returned to College within agreed timescales, in accordance with College policies and procedures.
6. To maintain a register of PDQ machines and monitor the distribution and use of those machines in accordance with college policies and procedures.

7. To identify process improvements required in the treasury function and to work with the Treasury Supervisor and Financial Accountant to implement changes.
8. To support the training and development of Apprentices working in the team.
9. Deliver a professional, customer focussed, responsive and quality service by reacting to and meeting a range of fluctuating pressures and daily demands.
10. Support and assist the Treasury Supervisor with day to day duties.
11. Any other duties that are specific to the department.
12. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

## **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Finance Officer (Treasury)
-------------------	----------------------------

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. A recognised qualification at Level 2 in a relevant discipline or the ability to demonstrate experience or knowledge of the finance functions within an organisation.	A / I
E	Q2. Literacy and numeracy at Level 2 or equivalent.	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Experience of working within a finance function.	A / I
E	EK2. Able to provide excellent customer service when dealing with people over the telephone, face to face and in writing.	A / I
D	EK3. Familiar with Agresso Business World finance package or a comparable finance system.	A / I

E	EK4. Experience of using Microsoft Office systems and databases (Word, Excel, Outlook, one note).	A / I
E	EK5. Experience of working with high volumes of data with a proven record of attention to detail.	A / I
E	EK6. Experience of cash handling and using payment software in a large complex organization.	A / I
E	EK7. Experience of journal posting of bank original transactions to an accounting system	A / I
E	EK8. Experience of preparing bank reconciliations	A / I
E	EK9. Experience of petty cash, cash floats, cash advances	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	A / I
E	SC2. Highly organised with the ability to work to demanding deadlines and deliver outcomes in an accurate and timely manner.	A / I
E	SC3. Ability to create new ideas and perspectives, see possibilities and challenge established practices in constructive ways.	A / I
E	SC4. Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty.	A / I
E	SC5. Ability to exercise absolute integrity in respect of confidential matters and to ensure that any specified procedures for ensuring the security and confidentiality of information are always maintained.	A / I
E	SC6. Takes responsibility for own development	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	A/I
E	B3. Commitment to the PREVENT agenda	A/I
E	B4. Commitment to professional standards	A/I
E	B5. Commitment to restorative practice approaches	A/I