

Group Member:		Luminate Group Services	
Job Title:		Finance Officer	
Reports to:		Accounts Payable Supervisor	
Job Grade	LEG A	Department	Finance

ROLE SUMMARY:

The Finance Officer will provide a customer-focused, responsive, and high-quality administrative service, ensuring efficient, accurate, and timely processing of both accounts payable and receivable transactions. The role supports the Luminate Education Group finance team in delivering a shared service across the group, adhering to financial regulations and maintaining a proactive approach to fraud awareness.

SPECIFIC ROLE RESPONSIBILITIES:

- Process supplier invoices and credit notes, including validation, coding, scanning, and matching to purchase orders.
- Raise customer invoices, process income, and manage direct debits and student loan receipts.
- Monitor and reconcile accounts payable and receivable ledgers, including supplier statements and bank receipts.
- Perform credit control activities, including contacting debtors, issuing reminders, and liaising with debt management agencies.
- Support the finance team by accurately processing financial transactions and maintaining financial records.

CORE RESPONSIBILITIES:

- Maintain accurate financial records and ensure compliance with Luminate Education Group financial regulations.
- Provide excellent customer service in handling finance-related queries from internal and external stakeholders.
- Support the finance team with additional duties as required, including reporting and data analysis.
- Ensure confidentiality, integrity, and security of financial information at all times.

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

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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
E	Q1. Level 2 qualification in a relevant discipline or equivalent experience in finance	A / I
E	Q2. Literacy and numeracy at Level 2 or equivalent	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience in a finance team handling both payables and receivables	A / I
E	EK2. Strong customer service skills across various communication methods	A / I
D	EK3. Familiarity with finance systems such as Agresso or similar	A / I
E	EK4. Proficiency in Microsoft Office applications (Word, Excel, Outlook)	A / I

E	EK5. Experience managing high volumes of data with attention to detail	A / I
E	EK6. Experience in invoice processing, income recognition, and credit control	A / I

Skills and Competencies		
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Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Effective communication and teamwork skills	A / I
E	SC2. Highly organised with the ability to meet deadlines	A / I
E	SC3. Creative and proactive problem-solving abilities	A / I
E	SC4. Adaptability to change and uncertainty	A / I
E	SC5. Integrity and confidentiality in handling sensitive information	A / I

Behavioural, Values and Ethos		
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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	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I