



*Creative
Education
Trust*

FINANCE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Reports to: Head of Finance

Location: Holborn

Contract type: part time (0.4 FTE), permanent

The Role

To providing financial support under the direction and guidance of the head of Finance.

Key responsibilities and accountabilities

- Processing purchase orders and invoices
- Processing expense claims
- Preparation of bi-weekly payrun
- Posting credit card statements
- Posting entries to the cash account daily
- Notifying schools of amounts received/paid out on their behalf
- Carrying out bank reconciliations
- Helping out with adhoc projects, as required

The job description is a general outline of the job duties and responsibilities and may be amended as Creative Education Trust develops and the role and team grows. The post holder may be required to undertake other duties as may reasonably be required from time to time.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Qualified to degree level or above.
Experience	<ul style="list-style-type: none"> • Experience maintaining a nominal ledger, purchase ledger and underlying transactions. 	<ul style="list-style-type: none"> • Experience of working in the education sector.
Knowledge and understanding	<ul style="list-style-type: none"> • Good understanding of financial regulations. 	
Skills and personal attributes	<ul style="list-style-type: none"> • Identify variations from accepted patterns or missing documentation or other unusual aspects and refer them to line manager. • Excellent interpersonal skills, with the ability to build effective relationships. • Ability to work well as part of a team. • Aligned with Creative Education Trust's high aspirations and high expectations of self and others. • Strong organisational skills and ability to prioritise effectively. • Excellent Microsoft office skills. • Ability to be adaptable and flexible. 	
Equal opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
Safeguarding	<ul style="list-style-type: none"> • An understanding of up-to-date safeguarding requirements 	



Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.