



## **Barnet Education Arts Trust**

### **Finance Officer – Job description**

1. Manage the day to day finances of BEAT and specifically to be responsible for:
  - Control and reconciliation of all bank and petty cash accounts, and making transfers between bank accounts as necessary
  - Paying bills and monitoring payments by Direct Debit and Standing Order
  - Recording all payments and receipts using Xero
  - Maintaining paper records of all income and expenditure and other financial transactions to meet all required accounting standards
  - Overseeing the administration of the payroll, including maintaining a spreadsheet itemising monthly pay of all staff and variances, liaising with the external payroll provider, actioning payroll changes, checking payments prior to release, liaising with Teacher's Pensions and completing payroll input
  - Calculating pay revisions (including backdated pay)
  - Transferring financial records and all other information required by the Auditor for the preparation of Annual accounts and responding to any questions or queries raised by the Auditor, in collaboration with the Chief Executive.
  - Liaising with approved bank(s) as necessary (direct with Branch or via telephone and/or internet banking service).
  - Liaising with the Auditor as necessary
  - Proposing opportunities for cost savings and income maximisation

2. Be the first point of contact with external bodies (i.e. funders, partners, accountants, auditors) in respect of all financial matters and to be specifically responsible for:
  - Financial reporting to the Trustee Board.
  - Financial reporting and Monitoring to funders on all projects, adhering to funder criteria and guidelines.
3. Ensure the required governance standards for the financial affairs of BEAT by monitoring and maintaining internal financial controls and procedures as set down by the Board and consistent with the requirements of agreed quality standards
4. Assist with the preparation of budgets to accompany funding applications and proposals.
5. Prepare special reports on financial performance and prospects to the Chief Executive and the Board as requested or as deemed desirable by the post holder

### **Other Duties**

1. Arrange and maintain cost effective insurance cover and deal with claims arising
2. Maintain a central register of the physical assets of BEAT for insurance and finance purposes
3. Maintain central and company records as agreed with the Chief Executive.
4. In respect of BEAT grants and contracts maintain a schedule of payments, monitor receipt and follow up as necessary
4. Advise managers on financial and governance aspects of grants
5. Provide financial input for reports to funders and funding bids
6. Possible Company Secretary position may be considered following interviews.

## **Person Specification**

1. Experience of financial management and budgeting
2. Experience of Xero or other accounting computer software
3. Bookkeeping qualification
4. Understanding of financial accounts and charity accounts
5. Experience of liaising effectively with external bodies (i.e. funders, partners, accountants, auditors)
6. Well-organised and able to prioritise own work and the work of others, meet deadlines and manage workload in a busy environment
7. Ability to use IT systems and packages, and electronic resources in the provision of advice and the preparation of reports and submissions
8. Understanding of equality and diversity and its application to the supervision and development of staff.