



## **Primary Finance Coordinator**

**Commencing 1<sup>st</sup> July 2024**  
**Salary - £25,979 - £28,770 p.a.**

**37 hours per week**  
**Monday to Thursday (8.30am – 5:00pm), Friday (8:30am – 4:30pm)**

The Denbigh Alliance is seeking an outgoing and detail-oriented Primary Finance Coordinator to join our Central Team. In this pivotal role, you will collaborate with School Operations Coordinators across our primary schools, ensuring the efficient processing of financial transactions and management of financial data.

As our Primary Finance Coordinator, you will work within the Finance Team to process financial transactions accurately and efficiently, analyse and manage financial data to ensure accuracy and compliance, and travel between primary schools as needed to support financial operations.

The ideal candidate will have experience in processing financial transactions, a strong understanding of financial data and excellent communication skills. You should also hold or be working towards a relevant finance or accounting qualification.

A full driving licence and access to a vehicle are essential due to the travel requirements of this role.

For a full job description, please visit our website – [www.thedenbighalliance.org.uk](http://www.thedenbighalliance.org.uk)

**Application forms only will be accepted - please do not send CVs.**

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

E-mail: [hr@thedenbighalliance.org.uk](mailto:hr@thedenbighalliance.org.uk)

**Closing date for applications: Wednesday 12<sup>th</sup> June 2024, 9am**



### JOB DESCRIPTION

Role Title	Department	Reports to
Primary Finance Coordinator	Central Team	Finance Director

### PURPOSE

- Working across all Primary schools in the Trust, support the Finance Director, School Operations Coordinators and Heads of School through the development and maintenance of appropriate and efficient financial systems and procedures within the schools.
- To maintain a rigorous oversight of school budgets, accounts, processes and transactions to ensure that financial advice provided to inform management decisions is accurate, up to date and in accordance with all relevant internal and external regulations and standards.

### DIMENSIONS

Direct Reports	Budget Responsibility
None	None

### PRINCIPAL ACCOUNTABILITIES

- To develop and maintain processes for the secure and accurate management of financial data using specific school systems and standard software packages.
- To support the school leadership teams with the setting and revision of budgets over a 3-5 year period and the regular monitoring and reporting of these to the Finance Director, School Operations Coordinators and Heads of School.
- To provide timely authoritative financial advice to the school leadership teams in relation to best value procurement, internal and external regulations and, where appropriate, income generation.
- To take responsibility for the schools' financial relationships with external bodies and ensure such functions as reporting, accounts receivable, banking, grant applications, school fund, leasing, special event finances etc are managed in a timely and professional manner and in conformance with agreed terms and conditions.
- To work within the mandatory guidelines within the Academy Trust Handbook and the Trust's Financial Procedures (Finance Manual).
- To be responsible for the safe keeping and accurate processing of financial records, including remittances, payment information, month/year-end processes, as well as retaining evidence for internal and external auditors.
- To use the Trust's financial packages, currently Financials Live and Parentmail, to ensure accurate and timely reporting.
- To support financial aspects of any special project within the Trust as and when required.
- To raise sales invoices and credit control administration.
- To maintain payment schedules for all school trips.

- To monitor and code incoming invoices and expenses.
- Ensure all accounts payable items are accurately recorded and input to the Trust's financial accounting system.
- Efficiently resolve invoice queries, and chase budget holders for invoice authorisation.
- To provide absence cover for various ad-hoc duties as required.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture.
- Encourage the development of productive and collaborative working relationships across the Trust.

The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

## PERSON SPECIFICATION

Qualifications/Education/Training	<ul style="list-style-type: none"> <li>• To have (or be working towards) a relevant finance or accounting qualification (E)</li> <li>• GCSE Maths and English or equivalent qualifications at Grade C or above (E)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in an Administration role (E)</li> <li>• Experience within a similar role in the education sector (D)</li> <li>• A desire to work in a busy education environment (E)</li> </ul>
Technical/Business Skills/Ability	<ul style="list-style-type: none"> <li>• Excellent organisational skills (E)</li> <li>• High levels of accuracy and attention to detail (E)</li> <li>• Fully proficient in Microsoft Outlook, Excel and Word (E)</li> </ul>
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> <li>• Exceptional communication skills, with the ability to build relationships. (E)</li> <li>• Flexible with the ability to meet deadlines (E)</li> <li>• Flexible to meet the needs of the Trust (E)</li> <li>• A keen, positive and enthusiastic team player who is approachable and amicable (E)</li> </ul>

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

**Personal and Professional Conduct**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....