

## Job description

**Job title:** Finance Officer (Remote Managed Services)

**Reports to:** Finance and Business Manager

**Based:** Poole

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### About School Business Services

SBS are one of the UK's leading suppliers of education support services with a portfolio that includes the full spectrum of ICT, Finance, MIS and HR & Payroll offerings. Professional teams that have a wealth of experience and an excellent reputation within the education arena manage our services.

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### Principal Job Role

To provide a high quality financial service to our customers. The post holder will be part of a highly professional team, working as a team to support a Trust. There will be an expectation to perform this role within academy and free schools.

### Duties & Responsibilities

1. To provide a bursary support service and financial system support to a Multi Academy Trust remotely. The position will be based at our Poole office.
2. Maintain a good working knowledge of computerised financial systems, including PS Financials and any other relevant school software as required. Responsibility for continued development in system changes with an enthusiasm to learn new systems.
3. Carry out all "bursary" tasks for the school, as required, in accordance with the school's contract, for example ordering, invoicing, Bacs payments, reconciling bank accounts, purchase and sales ledger operations.
4. Provide an efficient help line service to schools within the Trust as required.
5. Maintain accurate records ensuring that all information relating to the school is kept confidentially and is filed appropriately on the academy finance system.
6. Work as part of a team to deliver and build the managed service.
7. Recognise potential problems in schools so that these may be highlighted in order that appropriate action can be taken.
8. Work collaboratively with schools, for the benefit of all, when issues arising have potential implications for others.
9. Build and maintain strong relationships with individuals across the schools, anticipating and managing concerns, and ensuring key people are engaged and communications are transparent.
10. Provide support and advice to other team members as required.
11. Attend and contribute to all team/office meetings.

**Any additional duties commensurate with the post as specified by the Finance and Business Manager.**