

## JOB DESCRIPTION

<b>JOB TITLE</b>	Business & Finance Officer
<b>LOCATION</b>	Energy Coast UTC, Blackwood Road, Lillyhall
<b>HOURS OF WORK</b>	Full-time, full year. 38 hours per week  Cumberland Council Pay Scale 9B to 10B
<b>RESPONSIBLE TO</b>	Business Director
<b>RESPONSIBLE FOR</b>	Support for the financial management of the UTC

### OVERALL PURPOSE OF JOB

- To provide accounting support to the Business Director, Head of School, CEO, and Trustees in maintaining the financial systems of the UTC
- To organise effective administrative and financial systems required by the UTC, and ensure compliance with the requirements of the DfE and auditors

### DUTIES AND RESPONSIBILITIES

- Bookkeeping and preparation of Trial Balance
- Complete month end processes, including monthly/year end accruals and prepayments
- Oversee the purchase and sales ledgers, preparing payment runs and issuing invoices.
- Perform necessary financial reconciliations
- Prepare monthly VAT returns
- Manage bank accounts and monitor and report on cash flow
- Manage and reconcile all cash transactions and credit card spending
- Monitor, report and where possible maximise, income streams into the UTC
- Organise and maintain finance filing system archives as per regulatory requirements
- Liaise with and assist Auditors for year-end external audit and periodic internal audits
- Maintain the fixed asset register and calculate depreciation.
- Create and maintain non fixed asset and inventory system.
- Responsible for ensuring the Trip Spreadsheet is maintained and accurate.
- In conjunction with the Business Director, maintain and review a register of UTC supplier contracts
- Deal with financial queries from suppliers, debtors and UTC staff
- Provide ad-hoc financial reporting as required by the Business Director
- Work alongside and support the Business & Finance Assistant
- Support the overall function of the college office.

## Other Specific Duties

- To continue personal professional development as required
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- Attend staff and other meetings and participate in staff training and development events as required
- To actively engage in the performance review process
- Perform any other appropriate duties as and when required
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety
- Lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues
- Understand the Safeguarding requirements of the UTC and ensure compliance with the policy
- The person undertaking this role is expected to work within the policies, ethos and aims of the UTC, to carry out such other duties as may reasonably be assigned by the Head of School, and to play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same