Finance Officer

Title: Finance Officer **Hours:** Part-time (0.6 FTE)	**Department:** Operations **Reports to:** Director of Finance and Operations

Job Description

Main purpose of the job:

To lead the day-to-day finance function, ensuring high levels of technical accuracy and robust financial controls. Provide support, guidance, and reporting to budget holders.

Specific responsibilities relating to the role:

Finance Process Tasks

- Ownership of the purchase ledger: maintain full oversight of the purchase ledger (supplier invoices, obtaining approvals, and managing payments)
- Ownership of the sales ledger: maintain full oversight of the sales ledger (raising invoices for schools and funders, generating donation and income receipts, managing aged debtors)
- Ownership of bank reconciliation: manage banking administration and bank reconciliation
- Ownership of staff and volunteer expense claims in line with internal policies
- Ownership of the finance@ inbox as the first point of contact and responding to customer and supplier queries
- Ensure the finance system and financial records are accurate and up to date

- Complete and submit Gift Aid claims to HMRC
- Generate finance reports for the management team as and when required
- Assist with the compilation of finance reports for funders
- Continuously optimising operational workflows to achieve time and cost savings

Financial Accounting and Business Partnering Responsibilities:

- Support the full month-end process: including accruals, prepayments and deferred/accrued income; payroll journals, salaries reconciliation
- Support the financial audit and year-end processes
- Support budget holders: maintain procedures that enable budget holders to independently understand, set, monitor, and reforecast their department's financial performance
- Manage budget and financial queries, acting as the primary point of contact

Other Duties:

- With the Director of Finance and Operations, embed a culture of financial responsibility across the organisation to minimise negative budget variances and increase financial literacy and budget accountability amongst colleagues
- With the Director of Finance and Operations work closely with the external management accountant to ensure effective external support and effective use of the Twinfield finance system.
- Any other duties deemed reasonable by the Chief Executive Officer.

Other general responsibilities:

- Act as an ambassador for both the programme and AT in interactions with all external parties and respond to queries in a timely, polite and effective manner.
- Operate as a flexible team player and provide a high level of administrative and practical support as necessary to facilitate a 'one team' approach.

- To be aware of and comply with all policies and procedures at AT including Safeguarding and Health & Safety, reporting any concerns to an appropriate person.
- To provide a high level of customer care to anyone connected with AT.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals.
- To contribute to the overall ethos, work and aims of AT.
- To attend and participate in meetings and events as required.
- To participate in training and other learning activities as required.
- To work as part of a team undertaking duties as required to ensure the smooth running of the team.
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of AT.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant AT Safeguarding and Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report this in line with the Safeguarding policy.

Required competencies and skills:

Competencies	Technical skills	Soft skills
Communication and relationship-building	• Build strong professional relationships, including with volunteer tutors, funders, schools, service providers, partners or other supporters.	• Handle difficult conversations with external stakeholders effectively and know confidently how and when to escalate issues.

	• Articulate externally and internally Action Tutoring's mission and vision, model, and approach to impact. • Track interactions in communication channels and use appropriate IT systems to manage relationships.	• Begin to develop persuasion skills to articulate Action Tutoring's vision to a smaller audience. •Show sensitivity to diverse cultures, understand and respect different perspectives, foster inclusivity, and collaborate effectively with individuals from various backgrounds.
Planning, solution-building, and adaptability	• Employ strategies to manage weekly and monthly tasks independently, keep to deadlines and escalate capacity issues appropriately. • Manage programmes, projects or partnerships in a timely manner and ensure regular communications with all parties involved. • Build an understanding of Action Tutoring's operational cycle across the academic year. • Develop knowledge of Action Tutoring's safeguarding practices and their role within Action Tutoring's operational delivery and planning.	• Adapt to change and be resilient to the sometimes unpredictable nature of work. • Suggest solutions to problems and alternative routes to achieve an improved result. • Demonstrate accountability by proactively reflecting on and addressing performance shortfalls. Take ownership of professional self-improvement and ask for support as needed. • Actively participate in an inclusive culture in all relationships.
Impact, data and financial understanding	• Develop knowledge of Action Tutoring's 'Theory of change' and its purpose. • Understand Action Tutoring's basic income and expenditure structure, including process for claiming, authorising and paying expenses. • Develop a knowledge of data governance and how it applies at Action Tutoring for data security and personal data protection. • Develop technical skills to use Salesforce and Action Tutoring's IT systems effectively and understand their role in the charity. • Manage and ensure timely and accurate data entry.	• Understand and use appropriate evidence when communicating Action Tutoring's impact and model. • Understand the significance of data capture in shaping Action Tutoring's overall strategy and approach to impact measurement, including how this relates to DEI priorities.

Leadership and people management	• Understand the HR processes and procedures within the team and the wider organisation. • Develop an understanding of Action Tutoring's external environment and sector to understand how and why decisions are made.	• Effectively lead (whether directly or indirectly) external stakeholders and colleagues by creating an energising, creative, and supportive environment, living out Action Tutoring's values. • Foster effective colleague and volunteer tutor relationships, contributing to an inclusive workplace that embraces and celebrates diversity of thought, background and experience.
Resources: ● To operate office equipment e.g. computers, printers and phones ● To use Microsoft packages as required to produce correspondence, spreadsheets and reports. ● To use any databases or IT systems that are specific to the individual programmes and AT as a whole.		

Our Values:

The team has together agreed a number of core values that reflect how we wish to operate. We believe these should be fundamental to how we operate in practice and ask that all staff reflect on the values and seek at all times to uphold them.

Collaborative

Partnerships with schools are at the heart of our model. We also regularly engage with our peer charities and organisations such as Teach First, Impetus and the Fair Education Alliance, to maintain a united force on tackling education inequality.

Reflective

In addition to our impact analysis, we regularly survey pupils, teachers and tutors to help inform improvements to the programme. We are hugely proud of our impact and the programme we offer but are always looking to make it even better.

Evidence based

We track the progress of our pupils through data collection from schools and our own baseline tests and interim assessments, to ensure our support is having an impact. Where appropriate we work with external evaluators to regularly assess our evidence.

High standards

We maintain professional standards through all of our interactions with partner schools and volunteer tutors and strive to achieve excellence in all we do.

Integrity

We share all pupil progress data with partner schools, even if the outcomes aren't as hoped, and make our evaluation reports widely available.

Aspirational

We develop our training and resources to support our pupils, tutors and staff to be the best they can be.