

# Ruskin Mill Trust (the Trust)

## Job Description

<b>Position:</b>	<b>Finance Officer</b>
<b>Post Reference No:</b>	<b>RMT10101</b>
<b>Field of Practice:</b>	<b>Transformative Leadership and Management (Field 7)</b>
<b>Grade:</b>	<b>4 : 5 : 6</b>
<b>Responsible to:</b>	<b>Assistant /Management Accountant</b>
<b>Location:</b>	<b>Ruskin Mill, Freeman College, Glasshouse College</b>

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### Job Purpose

To work as a key member of the Finance Team covering purchase ledger and other duties for a entities within Ruskin Mill College, which might include Colleges, School, subsidiary companies or the wider Trust.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working may be required, however advance notice will be given of this.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

### Main Duties

1. To process, pay and file invoices and staff expenses relating to the Trust, College, School etc using Exchequer.
2. To run cheques and/or BACS and ensure suppliers are paid on time.

3. To undertake the payment of staff and volunteer expenses and mileage reimbursements.
4. To maintain petty cash box and spreadsheets.
5. Plan and organise work to ensure month end and year end close procedures are adhered to.
6. Enter Direct Debits and Standing Orders into the purchase ledger.
7. To assist a more senior Finance colleague by keeping up to date files/lists of properties and deal with the Trust utilities.
8. Reconcile supplier statements and deal with queries from various staff members and suppliers, raising complex queries with them.
9. To enter manual cheques.
10. To help sort incoming and outgoing post at Ruskin Mill as required.
11. To undertake banking and post office visits when necessary.
12. To provide cover for absent colleagues when necessary.
14. To undertake general administrative duties including filing.
15. To reconcile bank statements as required, however, at least on a monthly basis.
16. To be responsible for the accounting of other subsidiaries where required.
17. To prepare sales invoices as required and chase debts

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.

11. To deliver training or development opportunities as required.
12. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Finance Officer has no direct staff responsibility.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# Person Specification / Training and Development Requirements

**Position:** Finance Officer

The following are the criteria that will be used for Shortlisting

## **Experience, Knowledge and Skills:**

- Experience of working as a Finance Administrator / Finance Officer
- Experience of managing a diverse workload and meeting strict deadlines
- Ideally you will have completed your AAT or equivalent, but this is only desirable.
- Highly Computer Literate in Microsoft office applications, especially Excel
- Outstanding interpersonal skills
- Well organised
- Able to work to deadlines
- Good eye for detail
- Able to work independently but within the framework of a dispersed team
- Adaptable
- Shows Initiative

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

<b>Training or Qualification</b>	<b>Name</b>	<b>Timescales for completion</b>	<b>Length of programme</b>
Qualifications / Training	Introduction to Practical Skills Therapeutic Education	Within 12 months of commencing role	Up to 12 months
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours