

JOB DESCRIPTION

Job Title: **Finance Officer
Grade 4**

Responsible to: **Finance Manager**

Main Purpose of the Job:

Under the direction of the Finance manager to provide an efficient, responsive and high quality finance service in support of the school. This involves:

- Supporting the operational day- to-day financial transactional needs of the School e.g. in terms of the processing of orders and invoices, cash and banking systems.
- In the absence of the Finance Manager to support the production of both monthly and annual accounts.
- Supporting Budget Managers by ensuring the provision of up to date budget, forecast and financial information.
- Awareness of, compliance to, statutory and school policies and procedures relating to the role.

Main Duties and Responsibilities:

Purchase orders and purchase invoices:

1. Set up of new suppliers approved in the finance system and ensuring credit terms are adhered to.
2. Produce purchase orders following the agreed approval system to be sent to suppliers.
3. Receive and log purchase invoices from suppliers and to match and check against purchase orders.
4. To seek the appropriate authorisation of invoices following the School's scheme of delegation.
5. To process purchase invoices for payment within agreed payment terms.
6. To deal with queries on invoices received.
7. To make supplier payments by BACs or cheque.

Catering:

8. To record transactions and balances
9. To ensure that all students entitled to receive free school meals are recorded as such and to record pupil premium on Free school meal pupils

Lettings:

10. To record lettings and related income

Parents:

11. To manage the Parent payment system and related cashless payment system

Sales orders and sales invoices:

12. To set up new clients approved in the finance system.
13. To raise sales invoices from requisition forms received.

Cash and Banking:

14. Monthly reconciliation of the credit card statements.
15. Processing staff re-imbursments eg. Staff travel claims.

Management Accounting:

16. To provide up to date, efficient and effective financial reporting on which control of delegated budgets will be managed.
17. To ensure appropriate reports are distributed to relevant budget managers.
18. To assist with month end routine close down procedures.
19. To assist with internal recharges.
20. To create journal and BACs payments for student bursary.

Accounting:

21. Setting up trips and visits on the Parentpay system.

22. Collecting payments for school trips and visits and sending reminders around deadline dates for payments.

Other Duties:

23. To provide the school's Responsible Officer and external auditors with source documents or information requested through the course of their audits.
24. To oversee the school's insurance policies and to make relevant claims.
25. To contribute to the development and maintenance of financial systems and processes.
26. To maintain orderly filing systems for all financial records including purchase orders, sales invoices, purchase invoices, bank statements etc. to audit standard.
27. To deal with general finance queries.
28. To coordinate staff and student rewards.

General duties and responsibilities:

29. To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the role.
30. To safeguard the welfare of children.
31. To report risk to a member of SLT.
32. To keep the Trust Director of Finance fully informed of all matters that they are involved in and initiatives they undertake.
33. To cover for absent colleagues, as appropriately required.
34. To participate and attend meetings and training as appropriate including INSET days.
35. To keep up to date with financial regulations and related policies and advise appropriate staff accordingly.
36. To take an active role in own professional development in line with performance management objectives and the experience/ career development grading scheme.
37. Co-operate with the employer on all issues to do with health, safety and welfare.
38. To ensure confidentiality is maintained at all times.

39. To work in accordance with all School procedures and policies, to adhere to the School's professional code of conduct for staff and quality standards for all staff including smart dress code.

PERSON SPECIFICATION

Finance Officer

For this job we are looking for:

Experience of working in an administrative and finance support environment.

Effective written and verbal communication skills to liaise with a wide range of people at all levels.

Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales.

Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information.

Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems.

Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems.

Excellent numerical skills to check and record accurate financial information

Ability to keep accurate financial records and maintain an efficient filing system.

An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.

Good organisational skills to meet any financial deadlines as required throughout the school financial year (eg. ESFA expectations, governor/Trustee deadlines)

Willingness to attend any training courses as may be required in the future.

Have a general knowledge and awareness of the regulatory framework of schools and education.

Have the ability to relate well to children and adults.

Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

The roleholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).