

# Finance Officer

## Job profile

**Contract:** Full time at 37 hours per week, 42 weeks per year i.e. term time plus 3 weeks with pay calculated on a pro rata basis.

**Pay scale:** NJC scale point 11 – 17 (£31,074 to £33,912 at 1.0FTE) actual salary £29,002 to £31,935

## Core purpose

To provide efficient and effective financial administrative support for the school, dealing with the day-to-day financial transactions of the school in accordance with Trust policies

## General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the school's performance management scheme.
3. To undergo in-service training where required and to share expertise and skills with others.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To contribute to the overall ethos/work/aims of the school.
7. To carry out such particular duties as the Headteacher/ Line Manager may reasonably direct from time to time.

## Accountabilities:

The post holder will:

- Report to the School Business Manager
- Work closely with school staff and the Trust

## Specific responsibilities:

### Finance Administration

1. Purchasing, including liaising with suppliers, raising purchase orders, and placing orders.
2. Managing accounts payable, including invoice processing, and preparing payments.
3. Maintenance of the school's financial records; inputting payments and receipts into the school's finance package (PS Financials) and other internal systems.
4. Supporting the preparation of management accounts; ensuring relevant paperwork is processed in a timely and accurate manner.
5. Managing department budget reporting
6. Managing administration of Lettings including dealing with enquiries, preparation of invoices and monitoring sales ledger.
7. Supporting internal and external audit preparations; ensuring documentation is consistent and accurate.
8. Supporting administration of school trips and events, including preparing costings and itineraries.
9. Liaison with transport companies and staff regarding bookings, payments and queries.
10. Liaison with trip/event and club organisers in school, manage Parent Pay process, amend, and update trip data and ensure payment schedules are monitored and reported back to the trip/event leader.
11. Processing monthly charge card reconciliation entries.
12. Monitoring and actioning the Finance email inbox.
13. Banking of all cash funds raised.

### Cash, Banking and Credit & Payment Cards

1. Post bank transactions as necessary to ensure the banking systems are kept up to date.
2. Support the completion of the monthly bank reconciliation.
3. Create banking payments to reflect outputs from accounts payable and other transactions.
4. Process ParentPay transactions as necessary.

5. Carry out online purchases as required to ensure purchases are authorised in advance by the relevant budget holder.
6. Ensure backing documents are scanned and uploaded.
7. Reconcile the credit card and payments card(s) on a weekly basis.
8. Ensure credit card and payment card statements are checked and authorised as appropriate each month and uploaded for reconciliation at month end.

### Ordering

1. Carry out online purchases as required to ensure purchases are authorised in advance by the relevant budget holder.
2. Ensure backing documents are scanned and uploaded.

### Expenses

1. Coordinate expenses claims and ensure passed for payment by payroll with appropriate approval.

### Purchase Ledger

1. Receive invoices and pass to budget holder for authorisation.
2. Scan and upload invoices ensuring the correct coding is included.
3. Complete new supplier forms when required and verify bank details.
4. Assist with queries over the payment of invoices.
5. Review statements from suppliers and deal with queries arising. In particular working with the catering contractor to ensure orders reflect school activities and ensuring invoices received are accurate.

## Support for the School

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Data Protection (UK GDPR), SEN Code of Practice as well as general staff procedures
2. Contribute to the overall ethos, vision and aims of the school
3. Appreciate and support the role of other professionals
4. Act as a positive role model and provide appropriate support to all colleagues and stakeholders.
5. Attend relevant meetings as required
6. Participate in training and other learning activities as required

## Person Specification

### Qualifications and Experience

#### Essential

- Minimum 5 GCSE's (A-C) or equivalent, including English and Maths
- Experience in Financial administration

#### Desirable

- Business Qualification, AAT or Similar
- Experience in financial administration in an academy or school or charity/not-for-profit organisation

### Professional Knowledge

#### Essential

- Excellent numeracy.
- Effective use of ICT packages and good keyboard skills, in particular with MS Word, Teams and Excel.
- Good written and verbal communication skills.

## Attributes

### Essential

- Excellent attention to detail with an ability to work accurately and exercise initiative, judgement and solve problems.
- Ability to identify own training and development needs and work to address these.
- Ability to work constructively as part of a team, understanding school roles and responsibilities.
- Ability to relate well to children and adults including the ability to manage all communications and public contact in a friendly, approachable and efficient manner.
- Self-motivated and passionate about the delivery of quality service.
- Committed to the highest standards of child protection.
- Recognise the importance of personal responsibility for health and safety.
- Committed to the Trust's ethos, aims and its whole community.
- Personal capacity to deal directly and thoroughly with problems and to see them through in a detailed and complete manner.
- Willing to embrace change.
- Demonstrate professional and personal integrity.
- Committed to inclusion and the right for all to fulfil their potential.