

## **JOB DESCRIPTION**

**JOB TITLE:** Finance Officer

**RESPONSIBLE TO:** Finance Manager

**GRADE:** H4 – H5

**MAIN PURPOSE:** To ensure the smooth administration of the finance office

### **MAIN AREAS OF RESPONSIBILITY:**

*The role may include some or all of the following responsibilities depending on agreed working hours:*

#### Administration and record keeping:

- Download income from our cashless platform and post to the relevant cost centre/ledger code using Access Education software.
- Prepare receipts for banking
- Process all purchase invoices ensuring they are posted to the relevant cost centre/ledger code using Access Education software
- Reconcile supplier statements to our creditor accounts and resolve any discrepancies
- Prepare BACS runs using Access Education software
- Reconcile Lloyds Credit Card statements and post to Access Education software
- Process staff expenses for payment via payroll
- Monitor income from fundraising activities and make payments to charities
- Provide information to management, as required
- Cover the absence of finance colleagues as needed for example ordering goods and marking up deliveries, and dealing directly with pupils who have queries
- Undertake biometric scanning for our cashless catering system
- Respond to Finance Email queries
- Distribute lunch loans to pupils, as needed
- Support the Finance Manager with reconciliation and reporting on the above

#### Trips, Visits, Events, and Hirings

- Update Wisepay with any changes for trips/events
- Upload WisePay trip/event income spreadsheets (from WisePay) to the Google drive and notify trip leaders
- Process refunds
- Raise sales invoices/credit notes on Access Education software
- Post income from lettings to relevant customer accounts
- Monitor debtors ledger and chase any outstanding invoices
- Support the Finance Manager with reconciliation and reporting on the above

#### General:

- Undertake general finance office administration such as filing, copying and archiving
- Provide administrative support to the Finance and Business Leader, as required
- Assist with the administration of Pupil Premium and 16-19 Bursary income and expenditure

- Continue professional development and training
- Participate in the school performance management process
- Any other reasonable duties as requested by the Finance Manager/ Business Leader

## SKILLS AND BEHAVIOURS

### Knowledge and Experience

Level 3 educational qualifications or higher
Numeracy and literacy qualifications appropriate to the position
Understanding of finance policies, processes and regulations
Experience of working in a financial administration capacity
Experience of working in a school environment
Understanding of safeguarding and other appropriate regulations

### Skills and abilities

Excellent planning, organisation and time management skills
Ability to learn new skills and procedures quickly
Ability to assess issues and proactively find solutions
Ability to plan for and respond positively to change
Good attention to detail
Good communication and interpersonal skills
IT skills (for example, Arbor or other school MIS, Access Finance, Google Suite including spreadsheets, use of online processes and production of management reports)
Ability to analyse and evaluate information
General administration skills
Tact and discretion when dealing with confidential matters
Ability to prioritise work, especially during busy periods
Positive outlook based on good humour and enthusiasm
Personal commitment to the school values, aims and ethos
Willingness to engage in school activities and events

### Equalities

Be aware of and support differences and ensure that all pupils have equality of access to opportunities to learn and develop.

## **Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

## **Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

## **Additional Information**

All staff are responsible for the safeguarding of pupils and for compliance with the school's Code of Conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

It is anticipated that the job holder will work a minimum of 4 days per week. The additional working week for INSET and key school events/activities will be determined by the school calendar or as directed by the line manager. Further working days in addition to INSET will be planned ahead and will include a week in the summer holidays. On occasion the job holder may be required to adjust their working pattern to cover for colleague absence or attend a school event/meeting. Work will be office based although permission may be granted for the occasional day if needed.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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The above list of duties may change from time to time and the job holder is expected to undertake any other duties as reasonably requested by the Business Manager.