

THE DOWNS SCHOOL

JOB DESCRIPTION

Job Title: Finance Officer	Salary: West Berks Payscale Band F
Hours: 25 Hours (5 hours/day for 5 days) Plus 1 Inset Day and 1 week during school holidays at Year End	Responsible to: Finance Manager

JOB PURPOSE

To administer and account for the trips and visits for Summit Education Trust.

Support with completion of month end reporting across Summit Education Trust.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Finance Manager

MAIN DUTIES AND RESPONSIBILITIES

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- proper and professional regard for the ethos, policies and practices of the school*
- understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy*
- having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's child protection policy is adhered to and concerns are raised in accordance with this policy*
- promoting equality as an integral part of the their role and to treat everyone with fairness and dignity*
- recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.*

Trips, Visits & Events Finance

- Provide full financial administration support for all school trips, visits, and events across the Trust.
- Working closely with the trip administrator to provide guidance to staff on financial processes relating to trips.
- Monitor income and expenditure against agreed budgets and escalate any concerns
- Process trip related payments, deposits, foreign currency requests, and refunds
- Produce accurate financial summaries for each trip/event, including detailed income and expenditure reports
- Ensure all trip finances are accurately recorded and reconciled within Access Finance

Financial Processing (Access Finance)

- Process all relevant income and expenditure in Access Finance, ensuring correct coding and accuracy
- Post journals relating to student income, trips, catering, school shop, and fundraising activities
- Post journals to support month end close across the Trust.
- Ensure all Arbor income is correctly transferred and reconciled within the finance system
- Maintain clear and accurate audit trails for all transactions

- Prepare and process banking (cash and cheques where applicable)
- Prepare and reconcile central trips bank account (including Arbor, trips, and charity) to bank statements
- Assist with year end procedures, ensuring records are complete and audit ready

The Downs School Trust Charity & Fundraising Administration

- Administer and process all income relating to The Downs School Trust Charity, ensuring accurate recording and separation of funds
- Arrange payments to charities and other beneficiaries, maintaining appropriate documentation
- Process and submit Gift Aid claims, ensuring compliance and maximising income recovery
- Support fundraising activities, including processing income and associated costs (e.g. refreshments orders)
- Administer and process TENs (Temporary Event Notice) licence payments

Exam & Bursary Income & Related Transactions

- Process exam and related income, including candidate payments and recharges
- Administer and process exam refunds and bursary payments, ensuring appropriate approvals
- Maintain accurate records for reconciliation and reporting

Banking, Reconciliation & Period End

- Prepare and process banking (cash and cheques where applicable)
- Reconcile income streams (including Arbor, trips, and charity) to bank statements
- Support monthly period-end processes, including reconciliations, journals and reporting
- Assist with year end procedures, ensuring records are complete and audit ready

Customer Service & Queries

- Act as a key point of contact for finance related queries from parents, staff, and students
- Resolve issues promptly and professionally, escalating where required

General Responsibilities

- Support the Finance Manager with reporting, analysis, and ad hoc projects
- Contribute to improving financial systems and processes
- Ensure compliance with financial regulations and internal controls
- Undertake any other duties appropriate to the role

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility, but handles and controls cash and cheques.

General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meeting the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	• Educated to GCSE level • Articulate • Good literacy skills • Excellent numeracy skills • Bookkeeping experience • AAT level 4 or equivalent accountancy qualification	
Competence Summary (Knowledge, abilities, skills, experience)	• Able to communicate effectively with students, staff, parents and suppliers • Able to work effectively with spreadsheets, word processing software, email and the internet • Able to work under pressure	
Work-related Personal Requirements	• Flexible approach to tasks • Willing to work as part of a team • Good telephone manner • Patient and resilient • Thorough, with good attention to detail • Can manage own time and tasks effectively	
Other Work Requirements	• Professionally discreet and able to respect confidentiality	