



Job Description

Finance Officer

Responsible to: Head Teacher

Location: Cople & Willington Sites

Hours: 9 - 5pm 1 day per week (term time + 3 weeks)

Salary: NJC 11-15 £28,142 - £30,024 (FTE)

Main Duties and Responsibilities:

- To undertake the day-to-day administration of the school's financial systems and the management of finance and resources within the school.
- Assist the Headteacher in ensuring that financial and statutory regulations and procedures are adhered to.
- Report monthly to the Resources Governing Committee and attend termly governors meetings.

Code of ethics which must be adhered to:

- Fulfil their professional responsibilities with honesty, integrity and objectivity, working within the limits of their professional competence.
- Comply with all statutory regulations and provisions.
- Pursue the good stewardship of school resources and refrain from using their position for personal gain.

- Not tolerate the failure of others to act in an ethical manner and pursue appropriate measures to correct such failures including whistleblowing if necessary.
- Have proper and professional regard for the ethos, policies and practices of the school in which they work.
- Treat pupils, parents, carers, governors, community, and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position.
- Have regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
- Maintain the confidentiality of data and information.
- Contribute to and model the ethos of the school '**Inspiring Individuals, Growing Thriving Communities'**
- Complete statutory finance and fraud training and other professional training as required.

Key Responsibilities

Main Finance Duties:

- Ensure that procedures for ordering and invoice certification are in place and adhered to, and invoices are encoded using the appropriate Budget/CFR Code against the correct department.
- Place orders for all materials and equipment - check items delivered are sound, and distribute parcels and deliveries to staff as appropriate, making sure to arrange for the return of defective or unwanted goods asap and liaise with the supplier by phone/email.
- Match delivery notes with invoices, ensuring goods have been received, prices are correct, and item amounts as ordered.
- Investigate queries relating to invoices/orders and resolve them, to enable timely payment.
- Ensure the safekeeping of all monies received on the school site is secured safely in the school safe.
- Balance and enter credit card expenses monthly, ensuring spend is within credit limit and timely payment made.
- Carry out monthly bank reconciliation and prepare monthly reconciliation statement.
- Prepare and process monthly VAT return to local authority by email, to requirement specifications and deadlines, copy in the Headteacher after sign off and save in VAT folder.
- Prepare a monthly period end and close each month's accounts before beginning the next period month.
- Maintain a Budget spreadsheet with all relevant changes to staffing hours, pay scales, etc, in line with any guidance changes.
- Update Headteacher and governors monthly and monitor balance within each budget.
- Account preparation for Governors and meetings as required.
- Prepare Quarterly Returns and receive sign off before sending to the LA.

- Prepare and carry out all procedures and work for annual Year End including system housekeeping, correct carry forward, update Budget Spreadsheet, and necessary returns to LA for the new financial year.
- Prepare and carry out work for the Annual Budget Setting, including inputting all staff salaries, pay numbers, years of service and TLRs etc.
- To ensure all LA deadlines are adhered to, including annual returns, quarterly returns, and monthly returns.
- Ensure all online orders and transactions are ONLY received from nominated and authorised staff before sign-off by the Headteacher.
- Monitor all contracts with suppliers and SLAs with the LA to ensure Best Value and effectiveness.
- Prepare cheques for designated signature and authorisation, in accordance with Bedford Borough's Finance Handbook ensuring accurate recording on finance systems. Responsible for the security of all cheque books, pre-printed cheques and commercial cards.
- To ensure invoices received are paid within 30 days or as stipulated on the invoice.
- To be responsible for and assist with the prompt collection of monies due to the school, issuing receipts and banking intact all cash and cheques received on a weekly basis.
- Assist the Headteacher with Procurement of materials, equipment and services as required, having regard to Value for Money and ensuring that the most competitive prices are obtained for the school - checking the full and safe receipt of goods and services.
- Prepare reports of income and expenditure for consideration by the Headteacher, and Governors, at Governors Termly Resources Meeting.
- Work alongside the Site Manager to accurately maintain records relating to the acquisition of assets, ensuring it is up to date, liaising with the Headteacher.
- Check payroll on a monthly basis accurately and enter into Arbor Finance.
- Set up finance records at the beginning of the financial year and archive the previous years.
- Maintain constant Credit Control to ensure parents follow the school's no debt policy and help with letters and communication to parents when a payment agreement is needed.
- Ensure regular budget checking and virements follow the LA's finance procedures.
- Create waivers for contractors if necessary in line with the LA's finance procedures.
- Ensure the School Fund account is audited yearly

Lettings:

- Responsible for calculating charges, sending reminders, invoicing, collecting and banking income for lettings.
- Ensure Lettings Policy is followed and recommended amends are made in line with day-to-day practice for governor sign off.

Arbor Finance and Finance Services:

- Maintain and assist in the management of the data on the school's Arbor Finance accounting system.
- To be responsible for filing and security of the school's financial records.
- Liaise with Auditors and staff from Bedford Borough Financial Department
- Record and bank all monies received into the school, school journey monies, main fund, trips and visits, collections etc. via ParentPay and in accordance with the Bedford Borough Finance Manual.
- Process and enter Parentpay invoices/income
- Enter invoices, credit notes, and income etc accurately on Arbor Finance
- Monitor online banking entries regularly and ensure cash flow is in order.
- Monitor and accurately administrate Natwest BACS.