



Job Profile

Job Title: Finance & Premises Officer

Grade: APTC 5 pro rata (£29,700 – £31,025 actual)

Term Time Only (Including Twilights and staff training) + 2 weeks

Working Hours: 36 hours per week (8:15am – 4:00pm)

Responsible to: School Business Leader

Responsible for: Reprographics & Communications Officer

Purpose

To assist the School Business Leader in providing an outstanding level of performance in the financial administration of the school and to assist the Senior Caretaker with the day-to-day smooth operation of the buildings and infrastructure, through administrative support, contractor liaison and documentation.

Main Activities

- To maintain manual and computerised financial records for all matters relating to school expenditure
- To be responsible for financial administration including income, expenditure, budget-monitoring, procurement and other finance related tasks.
- To manage the day-to-day finance processes of the school, including:
 - Raising purchase orders, invoices, goods received notes
 - Assisting the School Business Leader with Credit card payments, petty cash and staff expenses
 - Overseeing the financial administration of school trips, lettings, refunds and debtor chasing
 - Administration of finance Trust Systems (MCAS, Every, Civica)
- To prepare and process timely BACS payment runs, ensuring appropriate authorisation procedures are followed in accordance with Trust financial regulations.
- To undertake monthly bank reconciliations, including the school's main bank account and charge card accounts, investigating discrepancies and reporting issues where required.
- To assist with the preparation of information required for the year-end closure of accounts, ensuring documentation is accurate and submitted within agreed deadlines.
- To oversee the recording and reconciliation of income streams, including trips, lettings, donations, and other school-based income.
- To support internal and external audit requirements, providing documentation and evidence as requested.
- To support budget holders with income and expenditure queries related to their budgets and provide termly budget monitoring reports.
- To assist with the procurement of supplies and services, using compliant suppliers and following best value procedures, and ensuring orders are processed, received and paid for in a timely and professional manner.
- To coordinate and monitor the receipt of goods and deliveries, ensuring items are checked against purchase orders, recorded accurately, and discrepancies are reported and resolved in line with procedures.





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- To continually evaluate finance systems and processes to ensure they are effective and efficient.
- To assist with the sourcing of compliant and high-quality contractors and suppliers for facilities related works as required.
- To assist the senior caretaker and School Business Leader to arrange and facilitate all building planned preventative maintenance work, meeting contractors on site where required.
- To ensure maintenance reports are filed in a timely and accurate manner.
- To ensure all facilities related activities are compliant with health, safety and security procedures.
- To maintain accurate and compliant asset registers where required, alongside the Senior Caretaker.
- To line manage the Reprographics & Communication officer, with support from the School Business Leader.





Person Specification

Criteria	Essential	Desirable
Skills and Abilities		
Administrative experience including the implementation, management and review of financial and/or premises admin systems and procedures	✓	
Ability to collaborate with and support colleagues to achieve objectives	✓	
Experience of working calmly and accurately in a busy and demanding environment, managing finance and premises priorities effectively	✓	
Excellent organisational and time management skills with ability to meet deadlines and prioritise competing demands	✓	
Positive, solution-focused approach to work	✓	
Excellent communication and interpersonal skills, including liaison with staff, suppliers and contractors	✓	
High attention to detail and accuracy	✓	
Ability to interpret and apply policies and procedures consistently	✓	
Ability to evaluate own performance and commitment to professional development	✓	
Ability to handle sensitive financial or operational matters with professionalism and discretion	✓	
High integrity	✓	
Confidence, resilience and initiative. Proactive not reactive	✓	
Commitment to the protection and safeguarding of children and young people	✓	
Willingness to be involved in the wider life of the school.	✓	
Knowledge		
Understanding of safeguarding	✓	
Understanding of Health and Safety	✓	
Understanding of data protection and confidentiality (GDPR)	✓	
Understanding of the school's ethos and values	✓	
Good understanding of core accounting concepts (debtors, creditors, bank)		
Understanding of financial procedures including budgeting, purchase orders, BACS payments and reconciliations	✓	
Clear understanding of how robust financial systems operate including audit requirements and financial compliance within schools or academies	✓	
Working knowledge of ICT systems, including confident use of finance systems, spreadsheets and MIS where applicable	✓	
Knowledge of procurement procedures and value-for-money principles	✓	





Knowledge of legislation and guidance relating to working with and safeguarding children and young people	✓	
Qualifications and Experience		
Experience working in a school or similar environment with children	✓	
Experience of coordinating financial processes including BACS payments, reconciliations and budget monitoring support	✓	
Experience of using PSF (or similar financial management systems) for processing transactions, reconciliations and reporting.	✓	
Recognised degree or professional qualification in finance, accounting, business administration or equivalent		✓
GCSEs (or equivalent) in core subjects, including English and Maths	✓	
Willingness to develop skills and undertake further training	✓	
Experience producing financial reports		✓
Experience of leading service improvement or process standardisation		✓
Experience of coordinating premises-related contracts, contractors or maintenance schedules		✓
Experience of working with academy trust finance systems or multi-academy trust environments		✓

