

## Oakgrove School

JOB TITLE:	Finance Officer
POST HOLDER:	
DEPARTMENT:	Administration
RESPONSIBLE TO:	Finance Manager
GRADE:	KET Grade 5 / 6 depends on experience
CONTRACTED HOURS:	25-27.50
CONTRACTED WEEKS:	Term time, inset days plus two weeks in summer

### **JOB PURPOSE**

To work as part of a team, processing transactions and carrying out account reconciliations, supporting the Finance Manager in all aspects of finance to facilitate the efficient running of the school and trust.

### **PRINCIPAL RESPONSIBILITIES**

- Issue sales ledger invoices for services supplied or facilities hired as required, liaising with the school's Letting Manager and others to ensure invoicing is in accordance with signed agreements.
- Regularly review the debtors schedule and chase up settlement of outstanding debts, advising the Finance Manager of any potentially bad debts.
- Maintain customer records.
- Post to the accounting system all transactions received directly to and paid directly from the bank, including payments made via the electronic payment system, childcare vouchers, direct debits.
- Post the cash and cheque receipts to the accounting system weekly in accordance with the summary reports downloaded from the electronic payment system.
- Carry out monthly bank and charge card reconciliations promptly following the end of the month for review by the Finance Manager.
- Following up on the operation of school trips, reconciling completed trips and activities, and presenting reconciliation statements for authorisation by the Finance Manager.
- Provide support for the preparation of month end schedules.
- Provide support to ensure timely processing of purchase orders, credit card orders, deliveries and purchase ledger invoices.
- Interrogate the accounting system to provide information to Budget Holders and the Finance Manager as required.
- Adhere to the Trust's Financial Handbook in all respects, ensuring evidence of authorisation is documented for all transactions, and that all reconciliations are signed by the preparer and reviewer.
- File all finance-related records in accordance with procedures and audit requirements.
- Assist the Finance Manager in the preparation of documents for Statutory Audit and inspection by the Internal Auditor.
- Provide cover for absent colleagues.
- Any other reasonable duties as required

### **All Trust employees are also expected to:**

- Work effectively as part of the administration and whole school team, supporting other colleagues in their roles and participating in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

**Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal, dated \_\_\_\_\_

Signed by Post Holder: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_