

THE SELE SCHOOL



JOB DESCRIPTION

Job Title: **Finance Officer**
Grade/Salary: **H7: Pro-rata salary range £29,580 to £31,769**
Contracted Time: **Part-time, 42 weeks per year (term time plus 4 weeks, incorporating 5 INSET days and 3 weeks of the school holidays by agreement)**
37 hours per week over 5 days
Reporting to: **School Business Manager**

Purpose of the Role

To provide efficient and secure administration of the school's finances

Main Areas of Responsibilities:

- Work closely with the School Business Manager to ensure effective management of the day to day finances.
- Assist with the preparation of the budget and annual financial statements and returns to the ESFA.
- Assist with the necessary preparations for all audits, including the implementation of any necessary changes.
- Manage routine financial tasks including:
 - Processing all school requisitions for supplies and services in accordance with the school's policy for best value.
 - Liaising with the Site Team regarding the accuracy of goods received and distribution to the appropriate department.
 - Processing invoices, including support with the processing of BACs payments within agreed timescales and in accordance with authorised signatory approval.
 - Operating the school petty cash system in accordance with the school's finance policy.
 - Managing the collection, reconciliation and banking of all income received by the school, including the management of Arbor payments.
 - Entering the monthly payroll journal onto the school's financial management system and liaising with the Business Manager to ensure the accuracy of payments made.
 - Monitoring and production of accounts for budget holders, alerting the Business Manager of any potential overspending.
 - Managing end of month procedures and producing the necessary reports.
 - Maintenance of the Fixed Asset Register/Inventory of School Equipment

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Safeguarding

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

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 DBS as part of the school's pre-employment checks.

Equalities

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed

Health and Safety

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

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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.