

TORQUAY GIRLS' GRAMMAR SCHOOL



Name:	-
Job Description:	- Finance Officer
Salary Range:	- Grade E
Responsible to:	- Finance Manager
Job Purpose:	- To be a key part of the Finance Department

OVERALL RESPONSIBILITIES

- To perform routine administrative and financial duties effectively
- To contribute to and support the effective and efficient operation of the finance department
- To work closely with the Finance Manager to help maintain robust financial records

SPECIFIC RESPONSIBILITIES

- Process orders, invoices, credit notes and debit card expenses in line with the school finance policy
- Maintain accurate financial records using the school's finance systems, IRIS Financials and Arbor, including month end checks
- To ensure best value through price comparison
- Manage the petty cash process
- Record and bank all school cash income
- Maintain up to date supplier and customer records
- Management of pre-loved uniform donations and sales
- Utilise Arbor for setting up trips and school shop items and providing support for students, parents and staff
- Maintain the trips administration, including the use of Evolve
- Respond to finance-related enquiries from staff, parents, and external parties
- Support with Health and Safety and Lettings administration
- To undertake additional duties as required, commensurate with the level of the job
- Participate in relevant training and attend periodic support staff meetings

GENERAL DUTIES

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.
- To attend Morning Briefings when required and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: