

# Finance Officer

## Job Description: Finance Officer

<b>Line Manager</b>	Head of Finance
<b>Main Purpose of Role</b>	To support the Head of Finance in the efficient management of the school's finance processes, budget planning and monitoring.

### Main Responsibilities

- Accurate and efficient running of day-to-day finance processes and systems, including ensuring that the finance system is used as effectively as possible. Acting as administrator on the finance system and any other related platforms (eg parent payment system, kitchen tills, etc)
- Placing orders and processing invoices as efficiently as possible, including maintaining paperless processes. Dealing with adhoc finance queries from all staff.
- Proactively managing processes to prevent fraud and protect public funds. Ensuring that best value is achieved for the school.
- Ensuring that all payments are made on a timely basis. Dealing with adhoc supplier queries.
- Month/year end processes including reconciliations of bank accounts and BS control accounts; preparation of monthly cashflow report; maintaining systems backups.
- Preparation of monthly VAT reconciliation and submission of VAT126 claim. Handling HMRC queries and keeping up to date with relevant VAT developments. Monitoring levels of business income to ensure VAT registration threshold is not breached.
- Supporting other staff with trips finance processes and costings. Preparing monthly trips reconciliations.
- Cash management (including petty cash and online payments)
- Handling adhoc parent queries re payments and ensuring payment systems are managed efficiently, including integration with vanteen tills
- Ensure purchases are correctly authorised and follow limits set in the Finance Policy.
- Managing banking relationships, administration of bank accounts and adhoc banking queries.
- Processing sales invoices and proactively taking responsibility for these.
- To support the Head of Finance with the annual budget preparation and monthly monitoring. Coordinate department budget bids, summarising returns and advising Department Heads of final budgets; ongoing monthly monitoring of department budgets.
- To support the Head of Finance with annual audits and preparation of statutory Financial Accounts
- To undertake other adhoc accounting and monthly tasks as delegated by the Head of Finance

### General

- Maintain confidentiality of all staffing and other sensitive information. To take a proactive stance to ensure there is a robust protection of the school against fraud
- Develop own professional knowledge, skills and understanding through active participation in training
- Maintain confidentiality and professional conduct at all times
- Adopt a flexible approach within the support team and be willing to assist on occasion with tasks beyond the scope of your job description

**OTHER**

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

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