**THE LEATHERSELLERS’ FEDERATION OF SCHOOLS**

**PRENDERGAST VALE SCHOOL**

**Finance Officer: JOB DESCRIPTION**

**Salary:** Scale 6 (point 18 to 20)

**Line of responsibility**

The Finance Officer will be directly responsible to the Finance Operations Manager

**Working time:** 35 hours, 52 weeks a year

**Job purpose**

To support the Finance Operations Manager in the accurate, efficient and timely processing, monitoring, analysis and reporting of local and central transactions.

To take responsibility for the management accounts payable and related transactions, journal posting, and online banking and BACS payments.

To support Department budget holders with routine financial management of trips and journey budget setting and income collection.

To take responsibility for and to project manage new financial initiatives as designated by the Finance Operations Manager.

**Job specification**

* Process all financial accounts and transactions and maintain records in the school finance system so as to ensure the timely, effective and efficient recording, monitoring and reporting of all central and local transactions and accuracy of management information.
* To prepare monthly account reconciliations for bank and control accounts
* To assist the Finance Operations Manager in the monitoring analysis and reporting of all financial processes and transactions with particular emphasis on weekly payment runs, commitments for Purchase Orders and year end processes required to identify and report Department expenditure against budget
* To be responsible for the recovery of all outstanding debtors and credit control. To liaise with families to investigate resolution
* To support management of the income and expenditure codes for the schools budgets in line with Consistent Financial Reporting guidelines. Ensure the correct use of codes and make recommendations to create new or close down redundant codes
* To be responsible for updating budget holders on their remaining budgets and Purchase Order commitments.
* Provide advice to budget holders on financial matters as appropriate. Maintain good working relationships on all aspects of service delivery with staff, Federation wide managers and other contacts both within and outside the organisation, monitoring and reporting progress, briefing senior staff as required.
* To work closely with the Finance Operations Manager and Finance Director in the preparation and profiling of all budgets, forecasts, monitoring, reviewing and analysing actual and predicted cost/spend against budget profile, recording and reporting exceptions and variances, maintaining appropriate worksheets/analysis and regularly reporting individual and overall budget progress
* To support the Finance Operations Manager in the monthly budget monitoring reporting process
* To respond to account queries from staff and suppliers, resolving problems and using discretion in referring issues to the Finance Operations Manager
* Maintain detailed records of school lettings/hiring’s, produce sales invoices and chase late payments from hirers. Communicate with the Lettings Officer and Premises Manager / PFI team to ensure damages or other additional charges are notified and invoiced
* To administer the financial processes for parent contributions for music lessons, after school clubs, school trips and journeys including the receipt of through ParentMail or direct BACS payments into the bank account.
* Receive purchase requisitions from budget holder and raise purchase orders and scrutinise and process invoices received in accordance with the Federation’s Finance Manual and scheme of delegation
* Carry out interrogation of finance system so as to reconcile payments and commitments, checking progress, reviewing actual payments against projected payments; maintaining records and reporting progress
* Manage the finance system (nominal, bank, creditors and debtors) to ensure regular, reliable and accurate reporting of financial information
* To support the Finance Operations Manager at financial year end with the closure of all financial accounts, reconciling central / local transactions, identify accruals and prepayments, and close outstanding commitments to ensure timely and accurate reporting of capital and revenue year end balances
* Challenge invoice errors with suppliers and chase for proof of delivery where queries arise
* Develop and introduce new procedures of working relating to budget management. Keep up to date with trends and developments in budget management; maintaining a full understanding of advanced techniques and theories, precepts and practices both within own field and related disciplines
* To assist with the management of the school’s bank accounts, recording and balancing monies for banking, maintaining records and checking statements
* Assist the Finance Operations Manager to provide information and undertake other tasks for the preparation of financial reports within agreed deadlines
* Maintain good records and filing systems that comply with data protection regulations
* To assist the Finance Operations Manager with other financial or administrative duties as directed

**General**

* Attend school events as required.
* Participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation
* Arrange and give training sessions to staff within her/his areas of responsible to ensure that they are aware of procedures and regulations
* Be responsible for the effective management of budgets within her/his remit, securing best value in relation to products and services provided by agencies and other parties.
* Keep up to date with developments and changes in legislation and guidance related to her/his areas of responsibilities, and communicate appropriate information to colleagues.
* Implement appropriate health and safety procedures, in conjunction with relevant staff and members of the SLT.

**Finance Officer – Person Specification**

**Qualifications/Training**

* Minimum AAT or professional accountancy qualification. NVQ level 3 or equivalent qualification or experience in relevant discipline
* Minimum 5 GCSE’s including English and mathematics

**Knowledge**

* Detailed knowledge and understanding of the principles and processes involved in the control and reporting of large and complex budgets
* Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Detailed knowledge and understanding of the principles and processes needed to ensure that purchase orders and invoice payments can be effectively monitored for progress, accuracy and probity
* Detailed knowledge and understanding of the principles and systems for effectively capturing, analysing, monitoring, forecasting, and reporting large and complex budgets, high volume invoices and payments and budget related data in general
* A detailed knowledge of the applicable data protection regulations in relation to both accounting and payroll systems and procedures
* Understanding and commitment to safeguarding issues in an education environment

**Experience**

* Sound experience in providing a budget management and budget reporting support service within a large organisation involving large and complex budgets
* Sound experience in the principles and procedures needed to ensure that that orders and payments associated with large and complex budgets are effectively monitored for progress, accuracy and probity
* Sound experience in the capture, recording, analysis, scrutiny and progress reporting of financial and other data for large and complex budgets
* Computer literacy, sound experience in the use of spreadsheets, data management systems and ICT generally including Microsoft applications
* Sound experience of building and maintaining effective relationships internal and external to the organisation so as to ensure a proactive approach to completing tasks and meeting objectives

**Skills**

* Excellent numeracy/literacy skills and ability to process information logically
* Ability to communication effectively with a wide variety of people at all levels both orally and in writing
* Aptitude for working with figures with the ability to present, interpret and analyse financial information
* Able to provide when required creative approaches to problems. Can assist the accuracy of information in order to provide solutions and possess an analytical approach to research and problem solving
* Ability to work with a flexible, proactive and adaptable approach
* Ability to organise and prioritise workload in order to meet competing deadlines and to cope with high volumes of work whilst maintaining standards
* Excellent organisational and logic skills with the ability to use initiative in a variety of situations
* Ability to maintain confidentiality as well as work unsupervised and on own initiative
* Ability to negotiate under the direction of the Finance Operations Manager
* Experience using analytical tools and instruments for detailed analysis and manipulation
* Co-ordinating and delivering high quality customer focused services

**Personal Qualities**

* An effective team worker who is able to work with a range of individuals across the school and the Federation
* Maintains a positive and proactive attitude to problem solving during a period of change
* Demonstrates resilience, motivation and commitment to continually improving standards
* Acts as a role model to staff and students
* Committed to the safeguarding and welfare of students
* Willingness to undertake training and career development

**Circumstances**

* Ability to work in a flexible manner to meet the needs of the finance team