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| **Post Title:** | **FINANCE OFFICER** |
| **Salary / Grade:** | **Scale 5 (pts 12 – 15)** |
| **Responsible to:** | **Finance Manager** |
| **Hours:** | **36 Hours per Week** |
| **Weeks:** | **52.14 week – FTE 1.00 (but we are happy to consider full and part time candidates for this role)** |
| **Responsibilities**   * The purchase order system for the whole school, ensuring that accurate records are kept and timescales are adhered to. * Responsible for placing orders either via the purchase order system and or with the school credit card including keeping accurate records of orders placed. * Have knowledge of all systems currently used and new systems that is introduced in the Finance Office, ensuring that knowledge and skills are kept up to date (training participation). * Processing of accounts payable i.e. payment of invoices, BACS runs, journals. Recording all invoices on the Finance System. * Liaise with students, staff, suppliers and customers on a regular basis. * Supporting the FM and Academy Business Manager (ABM) with monthly accounts and audits. | |
| **Specific:**   * To provide good customer service by acting as the key link between finance and non-finance managers. * Establish constructive relationships and communicate with parents, stakeholders and other agencies / professionals. * To ensure all orders have been processed in line with the financial regulations set by the school. * To process all orders/invoices/credit notes on the accounting software and to classify and record expenditure to their correct cost code. * To be able to scrutinise a budget and identify areas of risk by developing a good understanding of activities within a cost centre and highlight key variances. * To provide training to all non-finance managers on the use of the purchasing software * To follow up outstanding orders and invoices with suppliers and update the School’s preferred suppliers list. * To ensure that all BACS payments to suppliers are processed and to ensure terms of payment are met. * To deal with creditors’ queries and statements promptly, by telephone, email or letter. * To produce and distribute department budget holders reports on a monthly basis or ad hoc as requested. * Maintain filing of financial information including scanning of invoices and associated documents and attaching transactions. * Maintain school contracts register. * Responsible for Petty Cash accounts, keeping accurate records and reconciling on a weekly basis. * Ensuring that strict Petty Cash rules are adhered to. * To reconcile credit card statements at the end of each month. * To promote the School’s cashless payment system. * To update till and cashless systems with payments and refunds. * Distributing and recording items sold via Arbor to students. * Reconciliation of school trips, ensuring good communication between the finance office and trip/visit organisers. * Handling all cash coming into the Finance Office, including counting, banking and reconciliation. * Prepare money for collection by the security company. * To register pupil and staff biometric fingerprint. * To support the Schools income generation initiatives. * Read and comply with the school financial regulations and policies, contributing to the continued review and development of these documents. * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * Responsibility for accurate information on to the finance system including the processing of journals. * To assist the FM with audit enquiries. * Check IR35 compliance of sole trader suppliers. * Liaise directly to the FM or ABM regarding any issues or problems that arise. * Carry out other reasonable tasks from time to time as directed by the FM or ABM. The post holder will be expected to work within the schools’ policies and procedures. * Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibilities. * To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. * To adhere to the Trust financial policies and procedures. | |
| **General Information:**   * The job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the Principal, appropriate to the remit. * The above responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility. * The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder’s responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation. * The above duties will involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times. * Commitment to Equalities and Diversity. * The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. * To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018 * To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records) | |

**Job Specifications**

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| **Factor** | **Essential** | **Desirable** |
| **Qualifications and Training** | * AAT level 2 or 3 or equivalent * Minimum GCSE Grade 4 - 9 (or equivalent) in English and Maths |  |
| **Knowledge** | * Good accounting principles * Good numeracy and literacy |  |
| **Skills** | * Flexible attitude with effective interpersonal skills * ICT skills (Microsoft Office) to manage the requirements of the post with confidence * High level organisational skills * Attention to details and accuracy | * Good attention to details |
| **Experience** | * Experience working as a Finance Officer in a medium sized organisation. * Proven interpersonal skills and the ability to work co-operatively in a team setting * Experience using an accounting software | * A good track record of recent professional development * Experience working in a school * Experience using Access Dimension |
| **Personal Qualities** | * Ability to demonstrate enthusiasm and sensitivity while working with others * To meet deadlines and work under pressure * Ability to work as part of a team | * Creativity, flexibility and innovation |