

CENTRAL PARK PRIMARY

Central Park, London, E6 3DW

Tel 020 8472 5588

Job Description

POST: Finance Officer

PERSON REPORTS TO: Head of Finance and Operations

GRADE: NJC Scale 6

**Main purpose of post**

* To carry out the day-to-day management and co-ordination of school finances using the FMS finance accounting system (FMS).
* Where appropriate, cover all aspects of general administration / front reception.
* To liaise with internal and external stakeholders in a professional manner at all times

**Key responsibilities**

* Ensure that adequate systems and procedures are devised, operated and maintained to properly manage all the school’s financial affairs, in accordance with the school’s financial regulations.
* Ensure the operation of effective purchasing and procurement systems and procedures across the school.
* Ensure safe custody of all cash and cheques held by the school and be responsible for the banking thereof.
* To place orders, process invoices and pay bills in accordance with procedures.
* Download and process actuals files on FMS.
* To liaise with relevant colleagues in order to undertake the organisation of school clubs and educational visits for the purposes of the recording and collection of funds using School Money software.
* To be responsible for the day to day management of school pupil milk administration, including the ordering of milk, reconciliation of numbers and annual numbers.
* To raise sales invoices in a timely manner.
* To enter approved budgets onto FMS.
* To attend regular meetings and training sessions appropriate to the role.
* To deal with enquiries by telephone, in person and in writing.
* To provide a service to all staff, pupils, parents and visitors and contractors in keeping with the school ethos, maintaining a welcoming ‘front line’ service to all visitors to the school.
* To undertake photocopying and filing as necessary.
* To be flexible to the needs of the school as determined by the Head Teacher / Head of Finance and Operations including providing cover/support at other CPD Federation schools.
* To carry out regular credit control duties.
* Such other duties, within the competence of the post holder which may be reasonably required from time to time.