



Job Description and Person Specification

Position:	Finance Officer
Responsible to:	Business Manager
Responsible for:	Finance Assistant
Grade:	SC6
Working Pattern:	Term time only, plus 10 days, 37 hours a week
Disclosure Level:	Enhanced DBS and Children's Barred List

Core purpose of the post:

- Working with the Business Manager to ensure effective operation of the finance procedures and systems of the school.

Duties and responsibilities attached to this post are as follows:

1. Maintain and monitor all school accounts, monitoring and supporting staff responsible for delegated budgets.
2. Monitor all expenditure, orders raised, BACS payments made and processing of journal entries.
3. To work with the Business Manager ensuring the school has appropriate financial systems and managing these in accordance with agreed policies to ensure that accurate financial records are maintained.
4. To supervise the processing of orders ensuring sufficient funds are available beforehand and deal with invoices.
5. To supervise the timely processing of payments following required authorisation having been gained and ensuring documents are signed by relevant signatories and BACS approved.
6. To ensure the safe receipt, handling and banking of monies received.
7. To assess the financial viability of planned school trips and receive, record and bank school trip monies received from students/parents/carers.
8. To complete bank account reconciliations on a monthly basis as required.
9. To complete salary journal reconciliations under the supervision of the Business Manager as required.
10. To liaise with the school's bank with regards to new signatories for BACS, cheques and charge cards.
11. To work with the Business Manager in the preparation of cash flow calculations and projections as required, reporting any issues to Line Manager.
12. To ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required.

13. To issue school invoices following up their prompt payment, taking action where necessary to recover bad debts.
14. To provide assistance to staff with regard to finance issues e.g. placing and following up orders, advising on best value, giving details of alternative suppliers.
15. To liaise with suppliers, contractors, other schools and organisations, budget holders.
16. To contribute to the evaluation and development of financial systems and procedures as required.
17. To assist in the establishment of a list of approved contractors and suppliers to ensure best value. To ensure that these comply with legislation.
18. To work with the Business Manager as necessary with the review and update of the school's financial management manual.
19. To work with the Business Manager in the co-ordination of the annual audit.

Administrative

1. Manage the efficient and effective running of the support staff line managed by the postholder.
2. To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
3. Overall responsibility for the supervision of the ParentPay system.
4. Administer the BACS payment system.
5. Administer the PS Financials system.
6. Maintain both manual and computerised record and filing systems in line with audit requirements such as authorised signatories list, invoices, petty cash claims.
7. Deal with correspondence promptly and as required, including supervising distribution of invoices received, payment queries, communication received from suppliers, contractors and the bank.

General

1. To assist in such duties and activities relating to any of the above areas, appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.
2. To undertake exam invigilation, as required.
3. To undertake lunchtime supervision as required.
4. To actively support the vision, ethos and policies of the School.
5. To promote and safeguard the welfare of children you come into contact with.
6. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

PERSON SPECIFICATION

Essential / Desirable (D)

Qualifications

1. Recognised qualification in Finance or equivalent qualification in a relevant area. (D)

Experience

1. Experience of:
 - Working in finance in a school environment (D)
 - Experience of purchase ledger, sales ledger, bank rec, petty cash, VAT and other statutory returns
 - experience of IT finance packages
 - knowledge of automated parent pay packages such as ParentPay (D)
 - ability to manage staff (D)
2. Understanding of financial regulations and the need to follow correct procedures at all times.
3. Good organisational and decision-making skills.
4. Ability to prioritise within the context of a busy workload.
5. Capable of working to a high standard and with great accuracy.
6. Ability to work well within a team.

Personal qualities

1. Ability to communicate well, and have a courteous manner in dealing with students, members of the public and staff.
2. Self-motivated and capable of working with little direction.
3. Negotiating skills.
4. Positive relationships and collaborations with all stakeholders to secure the best outcome for students.

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