

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Finance Officer

REPORTING TO: Director of Business & Estates and Senior Finance Officer

PRIMARY PLACE OF WORK: Tunbridge Wells

SALARY RANGE: KR5-6 (dependent upon experience)

DIRECTED HOURS: 37 hours per week, 39 weeks per year contract (term-time plus 1 week).
Hours to be worked flexibly to suit the needs of the school.

EFFECTIVE DATE OF JOB DESCRIPTION: January 2023

JOB PURPOSE	
To be an integral part of the Administration Team supporting the Director of Business and Estates and the wider school. To devise, implement and monitor the school's financial systems and procedures in a way that maximises efficiency and enhances the quality of service provided to the school community. Responsible for day-to-day financial management and administration of the school's finances.	
PRINCIPAL ACCOUNTABILITIES	
1	ADMINISTRATION DUTIES
1.1	Ensuring prompt payment of invoices, inputting of accounts and reconciling.
1.2	Processing petty cash transactions (including claims and reconciliations).
1.3	Undertaking all banking transactions including the counting of any cash collections and raising cheques.
1.4	Administration of corporate card records and reconciliations.
1.5	Maintaining 16-19 Student Bursary administration.
1.6	Managing ParentMail (including uniform payments, lunch register and balance enquiries).
1.7	Managing dinner money and clubs' money including FSM vouchers.
1.8	Support the Senior Finance Officer to maintain all the established financial control systems and operate the school budget within the set financial targets for the whole school.
1.9	Sales ordering, placing of purchase orders, deliveries of goods and distribution.
1.10	Overseeing vehicle administration management – leases, fuel cards and MOT reminders
1.11	Support with planning school tips (logistics and supplier information)
1.12	
1.13	Understand and work to all accounting procedures in relation to the School Fund and Standards Fund ensuring that all KCC audit requirements are met.

2	STAFF DEVELOPMENT AND SUPPORT
2.1	Training to normally take place during directed hours, which may include time on designated INSET days. To undertake identified training as required and fully participate in regular CPD and review meetings.
2.2	Positive approach to improving job skills and performance.
3	OUR VALUES AND BEHAVIOURS
3.1	We believe learning to lie at the heart of all we do with our students and staff.
3.2	We believe our students and staff should be the best in all they do.
3.3	We believe in and respect the uniqueness of each member of our staff community.
3.4	We believe that we have responsibilities to others outside Broomhill Bank.
4	OTHER DUTIES AND RESPONSIBILITIES
4.1	Positively promote and enhance the profile of the school to all visitors and external agencies whenever possible.
4.2	Treat information relating to all school matters as strictly confidential at all times and adhere to the Data Protection Policy.
4.3	Raise any issue, concern or grievance relating to this employment directly with the Director of Business and Estates in the first instance.
4.4	Any other duties that may reasonable be required by the Head of School or Governors.
4.5	You may be required from time to time, in line with the need of the school, to work at either BBS(W) or BBS(N).
4.6	Review this JD with the Director of Business and Estates annually. Any changes will be made following consultation.

Agreed by: _____ (Job Holder)

Agreed by: _____ (Line Manager)

Note

1. This job description describes duties which the Postholder is expected and required to perform. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the Postholder's professional responsibilities and duties.
2. This job description will be reviewed at least once per year and may be subject to modification at any time after consultation with the Postholder.
3. Broomhill Bank School recognises diversity and expects all staff to adhere to the school's equality duties and treat all students and work colleagues fairly, regardless of race, colour, gender, disability, age or religious belief.

***The governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service.
Broomhill Bank School recognizes diversity and welcomes applications from anyone with relevant qualifications and knowledge.***

