



Name:

Job Description: **BCAT Finance Officer**

Grade: BCAT 6

Employed for: 37 hours per week, term time only + 5 SDD + 5 days.

Hours: 8am to 4pm Monday to Thursday, 8am to 3:30pm Friday.
30 mins unpaid break per day

Professional Relationships:

Responsible to: Trust Finance Manager

Purpose: The BCAT Central Team promotes the highest standards of business ethos within the administrative function of the Trust and strategically ensures the most effective use of resources in support of the Trust learning objectives.

Person Specification

Essential Skills

- Excellent communication skills
- Excellent ICT skills including Word, Excel, Outlook, MS Teams and MIS system
- High level of professionalism and ability to recognise and maintain confidentiality
- Good interpersonal skills
- Work under pressure to meet deadlines
- Good organisation skills
- Ability to use initiative
- Flexibility

Desirable

- Experience of working in a school
- Experience in varied administration work
- Accurate, fast and efficient typist

Job Description

Procurement

Review all Requisitions raised for best value and appropriateness; confirm ok to order by converting into a Purchase Order.

Email out approved Purchase Orders to suppliers within a timely manner.

Ensure adequate training for Budget Holders for online ordering and goods receipting.

Raise orders on the system for departments where Budget Holders don't yet have access to raise themselves.

Make purchases for items needed on the Trusts' Government Procurement Cards as required and record accurately and timely on PS Financials.

Support the Trust Finance Apprentice with posting of Purchase Invoices as and when required.

Review Commitments monthly; ensuring any that needing cancelling are done so in a timely manner.

Weekly Payment Runs

Review Aged Creditor reports regularly ensuring Supplier statements are reconciled and any missing Direct Debit Invoices are chased and processed in a timely manner.

Ensure accurately and timely payment of all Purchase Invoices to suppliers.

Uploading payment run to Natwest for approval.

Emailing out BACS Remittances to suppliers.

Dealing with any supplier queries regarding payments.

Lettings Administration and Invoice Raising

Respond to all enquiries across the Trust regarding new / existing lettings.

Booking in lets and checking insurance documents.

Raising Sales Invoices and emailing out to customers.

Raise Invoices to parents for student damages across the Trust as required.

Review Aged Debt and chasing accordingly, ensuring all debts are received in a timely manner.

Bursary Applications and Payments

Receive and check Bursary Applications; approving those that are appropriate.

Write to students to let them know outcome of Applications.

Processing claims for expenses.

Pay weekly bursaries and Travel Card Direct Debits.

Gift Aid Claims

Complete Gift Aid Claims at least annually; ensuring all eligible amounts are reclaimed.

Review Gift Aid process across the Trust to ensure adequate and accurate processes are followed.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

The post holder is also required to carry out any other duties commensurate with the role, to ensure that smooth running of the department. This could entail covering the roles normally carried out by another colleague within the department if that colleague is absent for a period of time.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher, Chief Finance Officer and Trust Finance Manager.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher the other.

Signed:

Date.....