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**Meadowfield School**

**Job Description**

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| **School:** | **Meadowfield School** | |
| **Job Title:** | **Finance Officer** | |
| **Postholder’s Name** | **TBC** | |
| **Grade: KR6** | **Hours: 37** | **Weeks per year: 52.143** |

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| **Responsible To:** | *Finance Manager* |

**Purpose of the Job**

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| Responsible for the day to day finance operations, in line with the agreed school budget and in accordance with KCC Financial Regulations and the School Finance Policy. Provide support and timely and accurate information to the Finance Manager, Finance Director and Senior Leadership Team, as required. |

**Key Duties and Responsibilities**

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| * Accurately input and monitor all financial transactions and activities within the school (e.g. requisitions, orders, invoicing, banking, petty cash and accounting entries), answering queries and reporting to the Finance Manager as required; * Process and monitor payments for school trips, supports the preparation of BACS payments and the reconciliation of corporate credit cards; * Support the Finance Manager in the accuracy of the payroll process and the recording of all payroll transactions on the finance system; * Invoicing and receipting financial transactions associated to lettings; * Take an active role in developing and maintaining systems and procedures to ensure information and transactions comply with school, Local Authority and audit requirements; * Support the Finance Manager in the preparation of monthly management accounts and month end reconciliations; * Support the Finance and HR team in preparing and gathering relevant documents for payroll deadlines; * Record income and related spend for Pupil Premium, SEN funding, discretionary, grants and donations for accurate analysis and reporting; * Process and record termly payments for Bursary pupils. * Monitor the Finance email inbox regularly. * Support the Finance Manager in the procurement strategy for the school, requesting quotes and checking budget availability as required; ensure systems are up to date so that best value for money can be achieved when contracts are due for renewal; * Help with the maintenance of the school Asset Register;   These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, as determined by Meadowfield School.  In addition to the key responsibilities above:   * Promote and safeguard the welfare of children and young people within the school: * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |

**Person Specification**

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|  | **Criteria** | **Essential/Desirable** |
| **Qualifications** | * Relevant finance qualification (Level 2/3 Diploma in School Business Management/AAT) or equivalent experience with proven accountancy and finance knowledge/skills * GCSE grade A\*-C in English and Mathematics   *Or*   * Qualified by experience with a proven track record of working in a finance role within a school environment | D  E  D |
| **Experience** | * Significant experience in administration and finance * Experience of supporting the payroll function * Experience of maintaining strong financial records and controls | D |
| **Skills & Abilities** | * High ethical standards * Accurate with strong attention to details * Keyboard skills applied with precision and speed * IT literate, proficient in Microsoft Packages such as Word, Excel and PowerPoint * Ability to communicate a range of financial information both verbally and in writing with all staff and stakeholders * Ability to prioritise own workloads, work well under pressure and work to strict and multiple deadlines * Ability to work as part of a team | E |
| **Knowledge** | * Knowledge of accounting and financial procedures to be able to maintain accounts and produce finance reports * User knowledge of FMS6 system or other accounting and budgeting software * User knowledge of Payroll packages * Awareness of local and national policies with regards to finance, procurement, administration and staff management * Awareness of School Record Retention, GDPR and Health and Safety policies as applicable to the role | E  D  D  D  D |
| **Personal Qualities** | * Maintain confidentiality and act with integrity at all times * Work in line with school values * Work ethically, transparently, inclusively in an equal and fair way * Willing to provide and receive feedback to identify areas of personal development or process improvements | E  E  E  D |