Job Description: **BCAT Finance Officer**

Grade: BCAT 6.1

Employed for: 37 hours per week, all year round.

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 and customer service 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 and be able to prioritise workload
- Good organisation skills
- Ability to use initiative
- Flexibility

Desirable

- Experience of working in School Finance
- Experience in varied administration work
- Trip or Event Management
- Experience using Bromcom

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

Job Description

Accountabilities	Indicative Tasks/actions
Procurement	Ensure adequate training to Budget Holders for online ordering and goods receipting. 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 Assistant with processing of Orders and Purchase Invoices as and when required. Set up new Suppliers on the Finance System as required; ensuring checks are made and all details are completed accurately. Record VAT numbers against new suppliers and when purchases are made on the Trusts' Government Procurement Cards. Update bank account details on the system; following Trust policy to confirm with suppliers before making any changes. Review Commitments monthly; ensuring any that needing cancelling are done so in a timely manner. Raise orders on the system for departments where Budget Holders don't yet have access to raise themselves.
Finance	Ensure that daily and month end tasks are completed by set deadline dates, these include: On a daily basis, recording the bank transactions into PSF. Processing the monthly reprographics journal Reconciling the petty cash, trip control and Sixth Form Bursary control accounts.
Government Procurement Card Administration	Process all procurement card transactions; ensuring the relevant paperwork is obtained from the budget holders in a timely manner and filed accordingly. Reconcile the Government Procurement cards on the system each month within the set deadline. Report any missing paperwork to the Senior Finance Officer.
Trip Management and Reconciliation	Trip management and reconciliation tasks including: Support trip organisers and the EVC in providing them with full costings for each trip. Create the trip on Bromcom once all relevant paperwork has been agreed and signed off by the Headteacher. Process all income received from pupils on the Bromcom System and post accordingly into PS Financials.

	Chase parents for any missing / late payments towards trips; sending reports to trip leaders as required.
	Obtain quotes and book venue and travel arrangements for all Trips across the Trust as required.
	Ensure that all Trip Accounts are balanced down in a timely manner; reporting over or underspends to the Trip Leader.
	Reconcile the trip control account on a monthly basis.
	Support Trip Leaders with arrangements for such things as foreign currency.
Cash	Ensure that any cash collected within Schools is accurately banked and stored securely.
	Post these transactions on the finance system in a timely manner.
	Ensure cash balances do not exceed insurance levels and are banked safely as required.
	Ensure monthly count of petty cash and reconciliation agrees back to the finance system.
	Reconcile paying in slip control accounts on the finance system at least monthly, to ensure banking agrees to the system.
	Manage requests for cash and foreign currency for events and trips to ensure is available as required and managed securely.
	Take payments over the phone or when pupils come into the finance office.
Other	Support the Schools, pupils and parents with financial enquiries as required.
	Support families and pupils with Sixth Form Bursary payments, advising on eligibility and keeping an up to date record of payments made.
	Be responsible for answering telephone calls into the finance office and managing the finance email inbox.

The post holder is also required to carry out any 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/Headteacher the other.

Signed: ………………………………………   Date………………………..………