

FINANCE OFFICER

School: Nexus School, Tonbridge
Job Title: Finance Officer
Reports to: School Business Manager
Hours: 37 hours per week, Term Time 39 wks + 10 days
Salary Range: Kent Range 6-7



JOB DESCRIPTION

Purpose of the Job:

- Responsible for the assisting with the efficient operation of the schools finances 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 School Business Manager, and Senior Leadership Team, as required.

Key Duties and Responsibilities:

- Recording and processing the daily financial transactions and activities within the school (e.g. requisitions, orders, invoicing, banking, and accounting entries), answering queries and reporting to the School Business Manager as required.
- Process and monitor payments for school trips, action supplier BACS payments and the reconciliation of school credit card purchases.
- Support the School Business 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 for 3rd party lettings.
- Work with colleagues to identify where efficiencies in processes and reporting can be achieved, whilst ensuring the school continues to comply with the Local Authority audit requirements.
- Support the School Business 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, discretionary grants and donations for accurate analysis and reporting.
- Process and record termly payments for Bursary pupils.
- To maintain an annual record of when contracts are due for renewal and to bring these to the attention of the School Business Manager.
- Take overall responsibility for the monitoring of the Finance email inbox and actioning as required.
- Support the School Business 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;

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description.

All members of staff are responsible for promoting and safeguarding the welfare of all children and young people and expects all staff to share this commitment.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Signed by Line Manager:

Date:

Signed by employee:

Date:

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PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• 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 MathematicsOr• Qualified by experience with a proven track record of working in a finance role within a school environment• GCSE English and Maths grade C or above (or equivalent)
Experience	<ul style="list-style-type: none">• Significant experience in administration and finance• Experience of supporting the payroll function• Experience of maintaining strong financial records and controls
Skills and Abilities	<ul style="list-style-type: none">• 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
Knowledge	<ul style="list-style-type: none">• 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.
Behaviours	<ul style="list-style-type: none">• Ability to show sensitivity and objectivity in dealing with confidential issues.• Always act with honesty and integrity.• Be able to remain professional at all times of pressured situations.• Demonstrate resilience and a problem-solving approach with a positive attitude.• Willing to be adaptable and flexible to suit the school needs.• Be self-motivated and able to work independently with minimal supervision.• Willing to provide and receive feedback to identify areas of personal development or process improvements.