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| **Post Holder:** |  |
| *The description of the duties, responsibilities and accountabilities for the post of Finance Officer at St Thomas’ Catholic Primary School* |
| Responsibility Areas | * To be responsible directly to the Area Business Manager for the efficient operation of administrative functions within the school
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| Accountabilities | Work within the Catholic Ethos and the teachings of Christ. |
| Implement agreed school policies and guidelines. |
| Deal with telephone calls, outgoing communications and to ensure that the Headteacher is informed where appropriate. |
| Act as contact for all visitors and assist the Headteacher and staff with diary events in the absence of the main office staff. |
| Provide first aid for the children in the absence of the main office staff.  |
| Prepare, implement and reconcile all financial transactions on PS Financials relating to the school’s income and expenditure, to ensure compliance with legal requirements, accurate accounting and control of the school’s Formula and Capital budget including:* Ordering, invoicing & banking cash – process orders (including credit card orders onto PSF passing any queries to the Area Business Manager for resolution. Email orders to suppliers.
* Process invoices, matching to orders and deliveries. Resolve queries and ensure correctly authorised before posting onto PSF.
* Liaise with suppliers regarding queries on orders, invoice and payments.
* Reconcile supplier statements to PSF.
* Prepare weekly payment runs on PSF. Ensure payment runs are correctly authorised.
* Process parent pay.
* Process all monies for banking on a weekly basis and post onto PSF.
* Process all Child Care Vouchers on PSF.
* Ensure Sales Ledger invoices are issued promptly and follow up no-payment appropriately.
* Review the bank account on a weekly basis ensuring all Direct Debits and Direct Credits are posted onto PSF promptly.
* Parago – Ensure Assets are correctly registered and audited as per KCSP requirements.
* Monthly reconciliation of chargecard statement
* Monthly Bank reconciliation & end of month procedures
* Payroll reconciliation and monitoring
* VAT
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| Other duties arising; related to the post as discharged by the Senior Leadership Team. |
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| Accountable to | Area Business Manager and Headteacher as appropriate. |
| Salary range | TBC |
| Signed | Geraldine Leahy Date: June 2025 |

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|  | **Essential** | **Desirable** |
| **Qualifications**  | * NVQ level 3 or equivalent qualification or experience
 | * Understanding of health and safety in the work place
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| **Experience** | * Excellent written and oral skills
* Excellent ICT skills
* Excellent numeracy skills - Experience of administrative systems/clerical and reception
* Commitment to provide highest quality service to all service users
 | * Experience of using SIMS
* Experience of managing payroll and personnel information
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| **Knowledge and Understanding** | * Have a thorough understanding and follow requirements of Financial Management
 | * Experience of using Financial Management Systems
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| **Skills** | * Ability to work under own initiative & problem solve
* Able to work as part of a team
* Ability to prioritise conflicting demands and pressures
* Excellent organisational skills
* Highly developed interpersonal skills
* Willing to undertake training
* Professional and efficient approach
* Ability to deal appropriately with a range of stakeholders
 | * High expectations of self and others
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