



Compass Federation: Federation Bursar

School: Compass Federation
Grade: Kent Range 8
Responsible to: Federation Business Manager

Purpose of the Job:

To provide a full range of finance administrative support to the Federation.

Key duties and responsibilities:

1. Maintain and develop the Federation's accounting systems and procedures in accordance with the Federation's Finance Policy, the guidelines issued by the LA and in line with Consistent Financial Reporting procedures and audit requirements.
2. Undertake a range of financial administrative duties, including the placing of orders, the processing of invoices, bank transfers, the banking of cash and cheques, the issuing of receipts and the management of supplier issues, ensuring that the correct financial controls are applied and that the Federation adheres to financial regulations and audit requirements.
3. Arrange and document agreed payments; evaluate, audit and monitor expenditure in compliance with the LA guidelines to ensure best value for money and prevent unnecessary overspends by way of the consistent monitoring of cost centre expenditure.
4. Manage the Federation purchase cards.
5. Be responsible for the Federation Purchase Card's in the name of the school leaders and ensure this is retained in a safe place and is used appropriately at all times.
6. Receive and record monies from pupils, parents/carers and staff, ensuring that all funds received are recorded accurately and receipts are issued in accordance with the Federation's Finance Policy.
7. Be responsible for managing the Federation's payroll systems including notifying payroll of new employees, changes in pay, terminations of pay etc and liaise with Administrative Officer.
8. Collate all pupil premium expenditure and income and monitor this monthly informing the Headteacher. Keep track of high needs funding payments and expiry dates to ensure they match contracts.



9. Liaise with the School Secretary's regarding the administration of Federation lettings and the use of other Federation facilities. Implement the Federation's policy with regards to the hiring of Federation facilities, managing the associated financial transactions and issuing invoices in line with the termly invoicing schedule, ensuring all necessary requirements are met, monitoring and investigating any instances of non-payment.
10. Manage the Federation's Funds within Federation guidelines and LEA requirements to ensure that the Federation receives best value for money. Ensure that all transactions are recorded accurately and in a timely manner to produce a full audit trail.
11. Check incoming stock deliveries and arrange for distribution and/or storage.
12. Maintain stocks and supplies, distributing and re-ordering as and when required.
13. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate member of staff.

Individuals in the role of the Finance Officer may also undertake some or all of the following:

14. Cover reception duties; act as first point of contact for the school in response to telephone and face-to-face enquiries, receive visitors in a courteous, prompt and efficient manner, checking identities and ensuring that all visitors sign in/out in accordance with school procedures. Investigate queries, assess the nature of telephone calls, refer them to the appropriate person and/or take messages where required to ensure that everyone who has reason to contact the school is dealt with efficiently and consistently.
15. Support the day to day clerical and administrative functions of the school including clerical processes, word processing and IT based tasks requiring knowledge of various ICT packages and operation of office equipment.



Person specification: Finance Officer

	CRITERIA
EXPERIENCE	Significant experience of working in a finance role.
SKILLS AND ABILITIES	<p>Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff.</p> <p>Keyboard skills applied with precision and speed</p> <p>Must be computer literate and have previous experience of working within financial regulations.</p> <p>Ability to prioritise own workloads and to work to deadlines is essential.</p>
KNOWLEDGE	<p>Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances</p> <p>Must be aware of KCC Financial Regulations and understand other relevant Federation policies.</p> <p>Knowledge of the Federation's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.</p> <p>Knowledge of a range of IT systems</p> <p>Knowledge of computerised and manual filing systems</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>Staff will be expected to have an awareness of and work within national legislation and Federation policies and procedures relating to Health and Safety</p>