

JOB DESCRIPTION

JOB TITLE: Accounts Officer

RESPONSIBLE TO: Senior Accounts Officer

LOCATION: Gravesham Hub at Culverstone Green Primary

School SALARY GRADE:KSC

HOURS: 18.5 hours per week, 52 weeks per year

PURPOSE OF THE POST:

To undertake specific finance support responsibilities to ensure the efficient and effective use of the Trust budgets.

MAIN ROLES AND RESPONSIBILITIES	
Main Duties	- Undertake a range of financial procedures, including but not limited to processing invoices and payments relating to credit cards, placing and chasing orders, invoicing and payments, inputting credit notes income and direct debits from bank statements, and dealing with supplier issues ensuring correct financial control is applied. - Liaise with the School Business Managers to ensure all paperwork is collated and collected on a weekly basis. - Raise BACs runs and sales invoices to customers (including nursery, where applicable). - Upload BACS files to Lloyds ready for authorisation. - Maintain online payment systems including setting up trips and payment items. - Monitor and chase outstanding monies to ensure that debts are kept to a minimum at all times and raising concerns if applicable. - Liaising with the School Business Managers to ensure trip income and expenditure is reviewed, by sending reports

	on a weekly basis, and completion of trip reconciliation forms. • Set up extended services online payment platforms. • Ensure that monthly meter readings for the schools are submitted to the suppliers so that invoices are accurate and not estimated. • Input monthly overtime and expenses claims to iTrent, ensuring deadlines are met. • Undertake the pre-payroll reconciliation to ensure employees are paid accurately and any overtime and expense claims processed are paid (where necessary). • Responsible for adherence to financial regulations, audit requirements and advising on the application of these. • Produce financial analysis and a range of financial information data and reports when required. • Day-to-day filing and answering finance calls and emails.
Other Duties	• Undertake all duties as required, that are consistent with the objectives and/or duties of the post. • Support your colleagues, the Accounts Manager and the Deputy Chief Financial Officer, when required. • Undertake specific projects or temporary duties as required from time to time, which may not relate to your specific school. • To work in partnership and collaboration with the whole central team. • Attend and participate in relevant meetings when required.
Data Protection Responsibilities	• Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies. • Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018. • Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs). • Support the processing of subject access requests (SARs). • Attend data protection training as required.
Personal Responsibilities	• Carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation. • Promote the safeguarding of children. • Take care for their own and other people's Health &

	• Safety. • Use initiative in time management to organise own workload to meet deadlines. • Contribute to the overall ethos, work and aims of The Golden Thread Alliance. • Undertake training and professional development as appropriate. • Undertake other duties appropriate to the post that may reasonably be required. • Be aware of and follow policy on confidentiality. • Create and maintain good working relationships among all members of the school community.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature: _____

Postholder's name: _____

Date: _____

PERSON SPECIFICATION

CRITERIA	QUALITIES
Essential Requirements	• Previous finance and administration experience. • Ability to deal with staff enquiries in a professional manner. • Ability to work across all sites within The Golden Thread Alliance, ideally with own transport. • A calm manner to deal with all situations. • Excellent communication and interpersonal skills, both written and verbal. • Good working knowledge of Microsoft Office. • Ability to use own initiative and also work with colleagues as part of a team, to be flexible, adaptable and able to multi-task. • Good level of general education. • Understanding of GDPR and Data Protection Act 2018. • Understand the need for confidentiality. • Ability to work under pressure and meet deadlines.
Preferred Requirements	• Experience of working in a school environment. • Experience of PS Financials.