

FINANCE OFFICER - JOB DESCRIPTION

RESPONSIBLE TO	Line Manager then Headteacher
LINE MANAGER	School Business Manager
JOB PURPOSE	To undertake general finance and administrative support responsibilities to ensure the efficient and effective use of the school's budget.

TERMS OF EMPLOYMENT

WORKING HOURS	18 hours per week Monday – Friday: split across 3-5 days - to be mutually agreed Term time only plus 1 week - 39 weeks per year to cover Visioning day, New Parents tours and working the odd day in school holidays.
SALARY	Kent Scheme C

Key Duties and Responsibilities

- Assessing orders for best value prior to processing.
- Collate and process orders and invoices for the school ensuring authorisation has been sought from the appropriate budget holder in line with the school procurement procedures.
- Prepare and upload weekly payment run via the online banking facility including checking cash flow to ensure sufficient funds available.
- Check that correct approvals have been obtained in line with the financial procedures and additional security/control checks when suppliers change bank account/address/company name etc.
- Control of prepayments, accruals and deferment transactions.
- Check and maintain supplier statements to continue positive working relationships with suppliers including settle disputed invoices.
- Monitor and maintain the generic finance email address answering queries and providing timely appropriate responses.
- Operate the school's petty cash and purchase card systems, including the monitoring of procedures and practices to ensure compliance with current regulations.
- Ensure Direct debits are processed and journals/cheques created as appropriate.
- Carry out bank reconciliation at least every 2 weeks.
- Undertake the academic year end processes required on Arbor.
- Assist with year-end procedures with regard to prepayments and creditors ensuring expenditure is accounted for in the correct financial year ensuring paperwork is collated throughout the year of copy invoices.
- Raising cashbook/manual journals where applicable to recharge departments/budgets.
- Extended Care and school dinner invoicing and monitoring to ensure debts are kept to a minimum. Ensure large debt correspondence is logged and procedures followed and referred to Governors if required.

Deliveries

- Monitor records of deliveries to ensure that any outstanding items of ordered stock are effectively identified, and procedures adopted for following up incorrect deliveries.
- Address any problems or issues with goods and services and pursue compensation as appropriate.

Trips & Out of School Activities

- Liaise with trip organisers to ensure trips are fully costed, manage payments from parents and reconciling trips ledger monthly with Arbor.
- Build supplier relationships in order to best negotiate entrance fees and transport costs and deliver value for money from educational visits.
- Liaise with the front office about the costs and once ready to be set up on Arbor.
- Monitor income and if not enough payments received, cancel the activity within the notice period. Processing refunds to parents.

Income

- Collect, reconcile, bank and record all school income including pupil specific income, lettings, uniform, stationery and charitable collections.
- Undertake the reconciliation of income relating to educational visits.
- Pay cash cheques regularly into the bank account.
- To play a full role in the organisation and management of lettings to maximise income from out of hours use of facilities, raising invoices in a timely manner.

Uniform

- Own the relationship with School Uniform Suppliers, acting as intermediary between supplier and parents if required and ensuring the delivery of value for money and a positive experience for parents and the school.

Asset Register

- Operate the school's electronic Asset Register to maintain and update the inventory of equipment.
- Maintain and record loans of equipment.
- Ensure new equipment in the Asset Register is security marked before it is released for use.
- Complete the annual asset check as per compliance requirements.

General duties

- Co-ordinating the supply of Fruit and Milk to the school.
- Undertake other support duties such as reception cover, dealing with correspondence, filing and word processing.

PERSON SPECIFICATION:**QUALIFICATIONS**

- Level 2 Diploma (or equivalent - GCSE English and Maths - Level 4 or above)

EXPERIENCE

- General experience of working in a finance role.

SKILLS AND ABILITIES

- Keyboard skills, applied with precision and speed.
- Communicates basic financial information to teachers, other staff and external suppliers.
- Literacy and numeracy skills.
- Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions.
- Ability to organise and prioritise workload to achieve deadlines.
- Ability to communicate basic financial information to teachers, other staff and external suppliers.
- Ability to investigate queries and anomalies when required.
- Ability to operate computerised and manual filing systems and to make improvements where necessary.
- Ability to process and maintain financial records.
- Excellent attention to detail
- Ability to deal calmly, tactfully and effectively with a range of people
- Ability to convey information clearly and accurately orally and in writing to a range of people
- Ability to work in an organised and methodical manner
- Ability to take personal responsibility for organising day to day workload and to work to deadlines is essential
- Able to use own initiative to solve problems and respond proactively to unexpected situations
- Demonstrate an understanding of confidentiality and child protection issues in a school setting

KNOWLEDGE

- Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring.
- Must be aware of KCC Financial Regulations and understand other relevant school policies.
- Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages.
- Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol.

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, Deputy Headteacher or School Business Manager.

Signed
Finance Officer

Signed
School Business Manager

Date: