



Job Description: Finance Officer **Grade:** KRD

Responsible to: Headteacher

Purpose of the Job: To provide a full range of finance administrative support to the school following the Finance Policy and oversee site staff.

Key Duties:

- Process ParentPay income in FMS.
- Process invoices and process a dummy cheque for any direct debits in FMS.
- Process any other income – grants, childcare vouchers in FMS.
- Process Monthly Advance income in FMS.
- Process TEP Monthly Statement in FMS.
- Process the dummy cheques for all credit cards in FMS.
- Complete the Bank Reconciliation in FMS.
- VAT submittal and return in FMS and upload to the Kent Website.
- Process the payroll journal in FMS.
- Payroll Reconciliation in BPS.
- Monthly monitoring in BPS and any recodes to be processed in FMS.
- Ordering of any goods with suppliers.
- Process any purchase orders in FMS.
- Process of any invoices for payment in FMS.
- Process invoices related to credit card in FMS.
- Complete BACS runs in FMS and uploads to Bankline.
- Banking cash and cheques
- Management of suppliers
- Oversee best value for money
- Oversee and complete asset management
- Oversee obtaining quotes for school
- Oversee school subscriptions
- Oversee statutory site compliance
- Manage school's bank accounts and school purchase cards
- Be responsible for the School Purchase Card in the name of the Finance Officer.
- Oversee School lettings and the use of other school facilities
- Receive purchase order forms to reorder stock
- Oversee site staff, including appraisals and allocations of workload
- 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.