

**JOB DESCRIPTION**

**Job Title:** Finance Officer

**Reports to:** School Business Manager

**Salary Range:** Kent Range 5/6, £18,704-£20,222, depending on experience

**Hours:** 37 hours per week term time only, with up to 15 additional

days annually to be worked over the school holidays

**Purpose of Job:**

* To provide a full range of finance administrative support to the school.
* To undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts, and dealing with supplier issues.

**Main duties / responsibilities**

* To maintain and adhere to financial systems and procedures in accordance with KCC financial regulations.
* To process all invoices and produce cheques or BACS payments in relation to the school budget.
* To place orders on-line using the school’s purchase card and to reconcile the monthly statement.
* To carry out fortnightly bank reconciliations and investigate uncashed cheques.
* To deal with invoice queries.
* To raise ad hoc invoices as required.
* To bank cash and cheques on a weekly / regular basis.
* To process STLS income.
* To assist the School Business Manager with monitoring the school’s budget.
* To assist the School Business Manager with month end closedown procedures.
* To undertake admin tasks related to School Dinners, Free School Meals and Pupil Premium.
* To receive and record monies from pupils and parents/carers.
* To maintain the school’s accounting systems (SIMS).
* To ensure that Pupil Premium income from other local authorities is received when due and processed.
* To provide budget managers with budget reports three times a year.
* To assist the School Business Manager with the preparation of the annual budget.
* To maintain the school’s Asset Register by including new purchases as required; to carry out an annual audit of the school’s assets.
* To maintain an annual record of when contracts are due for renewal and to bring these to the attention of the School Business Manager in good time.
* To produce a range of financial information and data for the School Business Manager.
* To produce financial analysis and reports, including liaising and reporting to the Local Authority.
* To support the School Business Manager with the hiring of school facilities and manage the associated financial transactions ensuring all necessary requirements are met.
* Assist and support the School Business Manager with developing and maintaining systems and procedures to incorporate new financial initiatives to ensure that the school is able to make best use of additional monies.
* To be aware of and adhere to school policies and procedures.
* To undertake training as required.
* To carry out any other comparable duties, as required by the School Business Manager.

**Necessary skills & experience:**

* Experience of working in a school environment would be desirable as well as having used SIMS & FMS
* Good general standard of secondary education with strong numerical skills.
* Computer literacy with a good working knowledge of spreadsheets and data base software.
* Experience of working within a busy office / finance environment with a strong appreciation of the professionalism, integrity and discretion required within this environment.
* Ability to demonstrate excellent organisational skills and to prioritise own workload is essential.
* Ability to work efficiently and accurately under pressure and to demanding deadlines is essential
* Confident in dealing with staff and suppliers in both oral and written communications.
* Ability to friendly, flexible, a team player and maintain a positive manner at all times is essential