**Job Description: Finance Officer**

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| **Post title:** | Finance Officer | **Grade:** | Bexley BEX07 (£24,462 - £25,809 FTE) |
| **Department:** | Finance & Administration | **Post hours:** | 36 hours per week, 40 weeks a year.  8.15am - 4.15pm daily.  *(38 term weeks + 2 additional weeks in summer)* |
| **Responsible to:** | School Business Manager |

**The Role**

The post holder will primarily work alongside the School Business Manager in managing the day to day finance function of the school, however the role will also be expected to assist the office admin team frequently alongside their financial responsibilities. The role works closely with the School Business Manager and regularly with the Office Manager.

**Key responsibilities**

*Main purpose of the role*

* Responsibility for the day to day financial management of the school in conjunction with the School Business Manager.
* To maintain accurate accounts and systems of financial control with regards to delegated financial duties.
* To support the School Business Manager on a daily basis.
* To assist the school office on a regular basis, particularly at the beginning and end of the school day.

*General duties*

* To take responsibility for all day to day financial transactions within the school, including placing orders via purchase order, accurately recording supplier invoices on SIMS FMS, preparing payment schedules (primarily via BACS) and reconciling supplier statements.
* To manage the online payments platform for parents, currently offered by Schoolcomms.
* Process invoices for payment and produce any invoices for the school as required in a timely manner (for example, lettings, Nursery, Breakfast & After School club invoices).
* To help staff co-ordinate the purchase of goods and supplies, ensuring that the school obtains value for money from suppliers and contractors.
* To record, keep safe and arrange for the banking of any income received by the school.
* Preparation of monthly bank reconciliations and related month end adjustments.
* Review and preparation of additional hours claims for each monthly payroll, as well as other adjustments as directed by the School Business Manager.
* Liaise with the School Business Manager on all starters and leavers to ensure correct paperwork completed and payroll is accurate.
* Recording of staff absences on payroll and on SIMS and liaise with Headteacher on long term absence reports.
* To support the School Business Manager in all statutory returns required by the ESFA and other external agencies.
* To support the School Business Manager in the closure of the accounts at the end of the financial year, liaising with the auditors where required.
* To ensure that all income is recouped in a timely manner, particularly any debts outstanding with the school.
* Management of the Schoolcomms / School Gateway platform for the collection of income regarding school dinners, clubs, school trips and other such items that may be collected for. Reconciliation of receipts paid from the platform to the school accounts.
* Supporting the School Business Manager and Headteacher in preparation of reports for governor meetings. Occasionally, this may require attendance at governors’ meetings.
* Assist the School Business Manager and Premises Manager with the asset register/inventory.
* Promoting the no debt policy by actively seeking payment from parents or other external agencies.
* Cover the front office as required, including when staff are at lunch on an ad-hoc basis.
* Care for children who are unwell, help deal with their personal cleanliness, act as a qualified first aider, liaise with parents, teachers, Health services staff etc. about pupil care on an ad-hoc basis.
* Any other duties as can reasonably be requested by the Headteacher, School Business Manager and other members of the senior leadership team.

Other specific duties:

* To actively promote and adhere to the school policies.
* To continue own personal development and to engage in the appraisal process.
* To play a full part in the life of the school community, to support the school mission and ethos and to encourage staff to follow this example.

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 the job description. Such variations cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder’s role within the School.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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| **Signed by:** | **Headteacher** | **Date:** |
|  | **Post holder:** | **Date:** |