

SHEERNESS WEST FEDERATION JOB DESCRIPTION



JOB TITLE:	Finance Officer
REPORTING TO:	Schools Business Leader
GRADE:	KR3/KR4 (dependant on experience)
HOURS/WEEKS:	30 hours per week – 40 weeks per year
SITE:	Sheerness West Federation

JOB SUMMARY

Under the direction of the Schools Business Leader to provide general finance administrative support to facilitate the efficient and effective use of the school's budgets.

MAIN DUTIES & RESPONSIBILITIES

- Place and process orders and invoices.
- Checking incoming stock deliveries and arrange for distribution and storage.
- Arrange payment of invoices for stocks, including checking supplier statements, preparing BACS payment runs.
- Responsible for Petty Cash.
- Enter income and expenditure on the finance system.
- Checking and reconciliation of Bank Statements.
- Collate and submit VAT returns.
- FMS management and general finance administrative tasks.
- Banking of cash.
- Checking and reconciliation of purchase card statements.
- Monitoring of the school finance email.

ADDITIONAL DUTIES

- Collating relief staff and agency supply staff timesheets/invoice and be responsible for their submittal.
- Administer course bookings, absence reports, duvet day and process any supply needs in liaison with the Schools Business Leader and the HR & Professional Development Manager.
- Update staff absence, annual leave and leave of absence on SIMS.net and the monthly absence report, to be presented to the Head of Schools and the Executive Head Teacher.
- To assist with reprographic tasks across the federation should this be necessary
- Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing / photocopying / reprographics etc.
- Assisting the HR & Professional Development Manager with CPD administrative tasks.

Comply with policies and procedures relating to Child Protection; Health, Safety & Security; Confidentiality and Data Protection, reporting all concerns to an appropriate person.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSON SPECIFICATION
FINANCE OFFICER

	ESSENTIAL
QUALIFICATION	<ul style="list-style-type: none"> Working at or towards relevant Business and Administration National Occupational Standards (NOS) that underpin qualifications at Level 2/or equivalent.
EXPERIENCE	<ul style="list-style-type: none"> Some experience of working in an office environment and financial procedures. Knowledge of SIMS.net and Microsoft packages
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Must be numerate. Must be computer literate and had other office experience. Must be aware of KCC Financial Regulations and other relevant school policies. Must be able to communicate basic financial information to teachers and other staff and external suppliers. Ability to prioritise own workloads and to work to deadlines is essential
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of procedures for updating finance systems, processing orders and invoices, school and KCC financial processes/procedures.