

**Job Description**

|  |  |
| --- | --- |
| **Position** | Finance Officer |
| **Salary Scale** | Kent Range 5 |
| **Responsible to** | Director of Finance and Resources / Office Manager |
| **Responsible for** | Financial support to the School |

**PURPOSE OF JOB**

* Provide a wide range of administrative duties within the Finance Team supporting the work of the school.

**PRINCIPAL ACCOUNTABILITIES**

* Maintain financial systems and procedures in accordance with ESFA financial regulations in order to ensure the effective financial operation of the school budgets.

**Purchase Ledger**

* Process purchase orders and invoices on a timely basis onto the accounting system, ensuring that all purchase orders and invoices are appropriately authorised in accordance with the academy’s finance policy and scheme of delegation
* Ensure all invoices are approved for payment by the Director of Finance and Resources and where the value triggers thresholds in the scheme of delegation ensure that these are appropriately authorised
* Produce a schedule of payments on a timely basis to be authorised by the Director of Finance and Resources and once approved upload to the bank account for payment (BACS)

**Sales Ledger**

* Raise sales invoices for ad-hoc items as instructed by the Director of Finance and Resources and Headteacher
* Follow up any unpaid invoices on a timely basis
* Post any receipts relating to the above onto the accounting system on a timely basis

**Nominal Ledger and Cash**

* Book Input and maintain detailed financial information (e.g. invoices, cash limits, staffing costs) to ensure the integrity of the accounting system and to provide sound information for management decision making.
* The post holder is responsible for ensuring that invoices and receipts are processed and recorded in the school’s computer systems within strict deadlines and in accordance with ESFA Financial Handbook.
* Ensure all cash, and cheques relating to the school are banked promptly and accurately, taking into account variable elements such as VAT.
* Bank Statement credits and debits to be posted on FMS on a daily basis
* Produce a bank reconciliation / credit card reconciliation for each account on the first working day of every month for approval by the Director of Finance and Resources and the Headteacher
* Post recurring journals such as depreciation, recharge of 3G expenses, hospitality and printing for each month as instructed by the Director of Finance and Resources
* Upload salary payments to the bank account as instructed by the Director of Finance and Resources and the HR/payroll officer

**Budgeting**

* Assist the Director of Finance and Resources in setting budgets for the forthcoming three years
* Input the agreed budget for the following year onto the accounting system
* Monitor budgets throughout the year, when purchase orders and invoices are being placed to ensure budgets are not exceeded and where this happens bring to the attention of the Director of Finance and Resources and the Headteacher
* Produce termly reports (six times a year) of each budget holders financial position to date showing expenditure to date and remaining spend for the remainder of the year.

**Trips, Visits and Cashless Catering**

* To undertake the trips and visits process for school trips and visits. From application to KCC approval (which covers the sign off of the risk assessment) and includes the sourcing of good value for money for transport, fees and accommodations. Costings and communications relating to trips should reflect a high level of accuracy. The Academy will also need to build in an admin charge in accordance with its charging and remissions policy.
* All ParentPay transactions and refunds to be managed and to be dealt with promptly.
* Review of all ParentPay balances (re catering) throughout the year and ensuring all balances are up to date. This will include adding new pupils and staff and deleting any accounts for pupils and staff who have left the School.
* Ensuring that we remain a cashless school by offering and finding solutions for cashless payments.

**General**

* Submit any travel insurance claims and follow up on any unpaid debts.
* Maintain the Finance Dept. central filing system archiving/destroying documents as necessary to ensure that the school’s Document Retention Policy is adhered to.
* Respond to general queries via the telephone from the LA, other schools, suppliers, customers, parents and pupils ensuring that all queries are dealt with effectively and in accordance with the School Financial procedures in order to maintain an efficient service.
* All queries should be dealt with promptly
* Maintain excellent standards of customer service to students, staff and parents.
* Undertake other routine clerical duties and dealing with correspondence as appropriate.

**NECESSARY EXPERIENCE**

\* Good general standard of secondary education (NVQ1/2 or equivalent), or five years’ experience and the post holder must be numerate.

\* Must be computer literate and had other office experience.

\* Knowledge of FMS would be an advantage, however, training would be available.

\* Must be aware of school financial regulations and other relevant school policies.

\* Good communication and organisational skills are essential.

\* Ability to prioritise own workloads and to work to deadlines is essential.

**SCOPE FOR IMPACT**

The school is managed in conjunction with Kent County Council. As part of the Finance Team the post-holder will have responsibility for assisting with the monitoring of the school budgets, by providing good, accurate and timely information to the budget holders to ensure that the school is managed effectively.

**JOB CONTEXT**

The post-holder is a member of the school’s finance team but would be expected to use their knowledge to resolve routine problems there is, however, regular support and supervision available.

**NOTE:**

This Job Description may periodically be varied after consultation with the post holder.

Signed …………………………………………..…………………………… Headteacher

Date ………………………………………………..…………………………

Signed …………………………………………..……………………………

Date ……………………………………………..……………………………