|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **JOB TITLE** | Finance Officer – Lower Park School | | | | |
| **RESPONSIBLE TO** | Headteacher | | | | |
| **SUPERVISES** | N/A | | | | |
| **GRADE** | 5 | Hours | 12 | Weeks | 39 |

|  |
| --- |
| **JOB PURPOSE** |
| To be responsible for the effective and efficient management of the school’s financial systems and to assist the Headteacher with effective budget management and monitoring. |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
|  | Assist with the procurement process, request and collate relevant information, obtain quotes/carry out online searches and use spreadsheets to compare prices. |
|  | Adherence to the Financial Procedures Manual and Fraud Prevention Policy whilst undertaking duties. |
|  | Process purchase orders and receive and check deliveries |
|  | Check and process purchase invoices, ensuring accurate records are kept and approvals are in line with financial procedures and coding against budgets is correct. |
|  | Prepare BACS payment runs for approval and process the transactions, including sending electronic remittance advices. Correctly record receipt of incoming BACS payments in the finance system; cashbook and sales ledger. |
|  | Set up new suppliers on the Trust finance system, ensuring they comply with Trust requirements and following up any outstanding information needed. |
|  | Set up new customers and raise sales invoices on receipt of instructions from the Headteacher. Chase outstanding sales invoices by email and telephone. |
|  | Make changes to the finance system, with instruction from the Trust central finance team, to maintain accurate and tidy records. |
|  | Carry out bank, credit card and journal account reconciliations under guidance from the Trust central finance team |
|  | Submit all contracts and service agreements to the Trust central finance team for checking and maintain accurate and up to date records |
|  | Manage and administer online payments. Chase outstanding payments by email and telephone. |
|  | Liaise closely with the in-house catering and out of hours teams to ensure a cost effective and efficient service |
|  | Work independently and pro-actively to keep on top of incoming requests for assistance |
|  | Run routine financial reports from the finance system and update a range of supporting records, usually in spreadsheet format. |
|  | Request, follow up, collate and retrieve a range of information to assist with internal and external audit processes. |
|  | To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager |
|  | To actively promote the safeguarding and welfare of pupils at all times |
|  | Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |

**PERSON SPECIFICATION**

**FINANCE OFFICER – Grade 5**

|  |  |  |  |
| --- | --- | --- | --- |
| CRITERIA | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| QUALIFICATIONS | * 5 GCSEs grade 4/ C or equivalent | * Accounting/Book keeping qualification * IT qualification | Application Form/  Interview |
| SKILLS/EXPERIENCE | * Ability to understand and apply financial procedures * Administration experience * Good communication skills, both verbal and written within the organisation and externally * Ability to work as part of a team, as well as on own initiative * Ability to work in a focused way and meet deadlines * Good negotiation skills * Well organised and efficient * Good attention to detail * Problem solver/lateral thinker. | * Accounting/book-keeping experience * Experience of working in a school * Experience of working in a finance environment * Able to work effectively with other members of staff. * Used to working under own initiative. * ECDL or equivalent qualification | Application Form/  Interview |
| KNOWLEDGE | * Microsoft Office | * Finance software * Sage | Application Form/  Interview |
| PERSONAL ATTRIBUTES | * Enthusiastic and committed * Self-motivated * Discreet and confidential | * An understanding of a school environment | Application Form/  Interview. |