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

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| **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**

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|  | 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**

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| CRITERIA | ESSENTIAL | DESIRABLE | METHOD OFASSESSMENT |
| 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. |