

## Job Description

<b>Job Title</b>	<b>Finance Officer</b>
<b>Grade</b>	<b>Band 3 Point 22-25</b>
<b>Reports to</b>	<b>MAT Finance Manager</b>
<b>Liaison with</b>	MAT Finance & Operations Director, Headteacher
<b>Job Purpose</b>	<p>To administer all processes (ordering, invoicing, paying/receiving, recording) in relation to routine financial transactions within the school in respect of main school fund and school private fund</p> <p>To accurately maintain the school's financial accounting system in respect of routine transactions and ensure they are carried out in accordance with SEEAT financial regulations, good practice and relevant statutory legislation</p>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To oversee the processing of orders (ensuring correct coding etc)</li> <li>• To set up and monitor annual orders/service contracts (e.g. telephone, grounds maintenance, leases)</li> <li>• To oversee the processing and recording of all creditor invoices</li> <li>• To ensure that all payments to creditors are properly authorised</li> <li>• To ensure accurate and timely preparation and recording of creditor payments by electronic payment or manual cheque</li> <li>• To allocate/record departmental budgets to cost centres</li> <li>• To distribute departmental cost centre reports and to liaise with and assist departments with regard to monitoring of expenditure</li> <li>• To record ledger transactions where required</li> <li>• To oversee the collection of all cash and cheque income from departments, other budget holders and students</li> <li>• To oversee the preparation of all income for banking and reconcile to primary records</li> <li>• To oversee the recording of all income on the school's financial accounting system for the various funds</li> <li>• To prepare and submit annual gift aid claims to HMRC</li> <li>• To liaise with the catering manager and security company with regard to collection and banking of catering income</li> <li>• To record all catering income on the financial accounting system and to assist with the preparation of monthly trading accounts for the canteen and coffee shop</li> <li>• To deal with parent and student queries on the cashless catering system along with other finance staff as and when necessary</li> <li>• To monitor and review financial arrangements for all school trips and activities and assist the trips administrator on finance matters where necessary</li> <li>• To provide reports for staff on trips/activities/funds when requested</li> <li>• To maintain the record of all school contracts and review these where necessary in order to achieve best value for money</li> <li>• To process debtor invoices, where required</li> <li>• To ensure all petty cash transactions are correctly issued and recorded and to ensure reconciliation of petty cash interest accounts</li> <li>• To ensure that the school reclaims VAT on all eligible expenditure and records VAT on all relevant income</li> <li>• To complete quarterly VAT return for the school for the MAT Finance</li> </ul>

	<p>Manager to consolidate into the MAT return</p> <ul style="list-style-type: none"> <li>• To administer all processes in respect of music fees, including collection of income and reconciliation to timetables provided by the music department</li> <li>• To complete bank reconciliations each month for all the school accounts</li> <li>• To complete the posting and reconciliation of the monthly payroll to the accounting system</li> <li>• To highlight any monthly payroll differences to SIMS/budget to the HR Manager for investigation</li> <li>• To liaise with bank regarding changes to signatories etc</li> <li>• To order all bank stationery, and ensure the safe keeping of cheque books, etc</li> <li>• To ensure that an accurate stock listing is maintained for the school shop uniform</li> <li>• To assist with keeping an accurate record of accruals and prepayments</li> <li>• At each month end to ensure that all creditor/debtor balances are correctly stated and can be supported by the appropriate documentation</li> <li>• To maintain the fixed asset register</li> <li>• To set up items on ParentPay and Ticketsource, to process refunds and take payments as necessary and to provide progress reports to staff when requested</li> <li>• To be the first point of contact for parent queries on ParentPay and Ticketsource</li> <li>• Supervision of the Finance Assistant to ensure accurate, timely and efficient posting of the day to day transactions by the Finance Assistant</li> <li>• To work collaboratively with other SEEAT academies to achieve best practice processes and value for money</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher, MAT Finance Manager/ FOD to carry out other appropriate duties within the context of the job, skills and grade</li> <li>• You may be asked to work up to 3 Saturdays</li> </ul>
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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 this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will be required to have an enhanced DBS.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed: .....

Date: .....

## **PERSON SPECIFICATION**

37 hours per week, term time plus INSET days plus two weeks during the holidays

Monday to Friday 8.30 – 4.30 (4pm one afternoon)

Band 3, Point 22-25 (£18,425 - £20,206 actual)

You may be asked up to 3 Saturdays in one year

### **Required**

- Ability and willingness to learn and take on new tasks
- Ability to exchange complex information clearly and sensitively
- Good organisational skills and ability to remain calm under pressure
- To be a collaborative team member

### **Preferable**

- Experience of running electronic payment runs
- Experience of using ParentPay, TicketSource and a cashless catering system
- Experience of school finance systems other than FMS
- Experience of using Excel spreadsheets for recording and reporting
- Ability to negotiate effectively to achieve best outcomes