



## Job Description

### **General Information**

**Job Title:** Finance Officer **JD Code: JDA20**

**Faculty/Department:** Administration

**Reports to:** School Business Manager or equivalent

**No. (and job title) of reports:** n/a

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### **Line Management:**

The post holder will be accountable to the School Business Manager (SBM) or equivalent for all initiatives related to this post.

### **Job Purpose/Summary:**

To provide a comprehensive clerical service for all aspects of financial support for the school adhering at all times to the required financial guidelines.

### **Key Tasks and Accountabilities:**

#### *Finance;*

- Responsible for ordering & payments on all systems and bank accounts, including the processing of payments, external invoices generation, and the sourcing of goods.
- Monitor local budgets and report to budget holders and the SBM as requested.
- Prepare monthly financial reports and narrative for the SBM and Principal in compliance with Trust requirements, including statements of income and expenditure.
- Maintain a monthly cashflow forecast in line with the Trust recommended format.
- Responsible for the day to day management of bank account to ensure that payments can be met and all transactions are correct.
- Process all payments via BACS, reimbursements, cheques and Petty Cash and responsible for all account and system reconciliation.
- Responsible for accurate VAT allocation, monitoring and the generation of submissions to the Trust.
- Responsible for all financial transactions, accruals, transfers from the school to the Trust when relevant.
- Ensure adequate financial records are maintained for all transactions.
- Responsible for the prompt response to all financial queries.
- Responsible for the financial management of all school trips, income and payments and any relevant systems for its management.
- Process all aspects of year set up and year end on the financial systems and provide timely reports as and when required.
- Responsible for the upload of all budget information into the finance systems.



- Ensure that financial procedures are followed at all times by all staff and report any breaches in procedure to the SBM/Principal immediately.
- Ensure compliance with Trust financial policies and procedures.
- Responsible for supervision of any assigned support staff to include allocation, prioritisation and monitoring of workload.
- Assist in all aspects of administration support for the school as and when required.

*Safeguarding and promoting the welfare of the child:*

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate people.

*Other duties*

- To carry out any other duties reasonably requested by the Principal and/or Line Manager
- All members of the administration team are expected to undertake a collective responsibility for ensuring that the office/kitchen area is kept tidy at all times.

*This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.*

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>A. Education and training</b>	<ul style="list-style-type: none"> <li>GCSE A*-C or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Accounting qualification</li> <li>Degree</li> <li>Evidence of Continuous Professional Development</li> </ul>
<b>B. Skills and abilities</b>	<ul style="list-style-type: none"> <li>To have the ability to prioritise and organise own workload</li> <li>Relate to and work well with others as a member of a team</li> <li>Good standard of ICT literacy including the use of Microsoft Office 365 including Excel.</li> </ul>	<ul style="list-style-type: none"> <li>ICT literacy including school software such as SIMS.</li> </ul>
<b>C. Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience the operation of financial controls and processes (purchasing and income related)</li> <li>Experience of financial administration, including raising purchase orders, preparing invoices for payment, liaising with suppliers.</li> <li>Experience of meeting deadlines to ensure the effective management of resources.</li> <li>Experience of providing high-level support in a busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school office environment.</li> <li>Experience using HCSS financial software</li> </ul>
<b>D. Personal qualities</b>	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school.</li> <li>Commitment to acting with integrity, honesty, loyalty and fairness</li> <li>Efficient and meticulous in organisation.</li> <li>Ability to relate well to the full range of stakeholders</li> </ul>	
<b>E. Approach to work</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Embraces change well</li> </ul>	

### Once in post, the post holder will:

- continue to maintain and demonstrate high standards;



- demonstrate a commitment to develop themselves professionally;
- share the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community, dressing appropriately in smart professional attire, and upholding a 'Commitment to Excellence' at all times.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.