



Job Description

<u>Job Title:</u>	Finance Officer
<u>Reporting to:</u>	Finance & Business Manager
<u>Banding / Salary</u>	Scale 6 - 9

Key purpose:

- To support the Finance & Business Manager in the day to day running of the school finance office. Support in managing financial transactions for the school to ensure legal compliance and effective governance.

Key responsibilities:

- Management of the purchase ledger
- Placing of all orders on the accounts system and with suppliers. Ensuring orders comply with financial regulations. Liaising with account holders where necessary
- Placing of internet orders as required
- Timely processing of payments for expenses and all invoices, ensuring invoices are authorised in accordance with financial regulations
- To deal with all queries relating to orders, e.g. non-delivery, non-payment, etc
- Work with the Finance and Business Manager to ensure best value is achieved for the school with all suppliers
- Responsible for the operation of the petty cash system
- Responsible for ensuring banking of all monies received and recording said monies onto the accounts system
- Operate the online payment system and answer any queries with regard to the system
- Correspond with suppliers regarding issues on supply and payment
- To ensure confidentiality is maintained in all aspects of work

Characteristics:

- Experience of financial procedures including processing of purchase orders, invoices and cash handling
- Educated to at least GCSE level or equivalent (minimum GCSE C/pass grades in English and Mathematics)
- Excellent numeracy skills
- Excellent oral and written communication skills
- Excellent organisation and planning skills including time management, prioritisation and administration
- Excellent ICT skills including Word, Excel, Outlook and financial databases
- Good analytical skills
- Sound judgement and problem-solving skills
- Honest and trustworthy
- Ability to work as part of a team
- Ability to work to a tight deadline
- Flexible and reliable approach to work
- Good communication and interpersonal skills
- Ability to work effectively as part of a team including with staff, students and parents
- Willingness to train and develop professionally according to the needs of the school

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the applicant must have the right to work in the UK. The post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students.