



Finance Officer Job Description

Job title: Finance Officer
Reports to: School Business Manager

The Finance Officer will play a vital role in supporting the financial operations of the academy. By supporting the Business Manager, Head Teacher and Local Governing Body to maintain strong financial procedures, the Finance Officer will support delivery of the curriculum and the Academy's Improvement Plan. Primary responsibilities will include maintaining financial records, processing invoices and payments, preparing financial reports, and assisting with budgeting and financial planning.

I. Main duties and Responsibilities - Responsible for the financial services:

- a) Know and abide by the Academy Trust Finance Policy (Handbook).
- b) Financial Record Keeping: Maintain accurate and up-to-date financial records, including invoices, receipts, and payments, using the Trust's accounting software.
- c) Compliance and Audit: Assist in ensuring compliance with financial policies, procedures, and regulations. Support internal and external audits by providing necessary documentation and information.
- d) Purchase supplies and equipment, as authorised through the Trust's Scheme of Delegation and requisitioning processes. Ensuring that VAT purchase transactions are appropriately recorded. All requisitions are to be managed and approved on the trust's ordering system. Any discrepancies in invoicing are to be taken up with the supplier immediately.
- e) If required, receive and record cash transactions and undertake banking, ensuring that there is adequate segregation of duties and that regular banking is undertaken
- f) Invoice and Payment Processing: Process invoices, ensuring proper authorisation and coding, and prepare payment requests. Coordinate with suppliers, staff, and relevant stakeholders to ensure timely and accurate payments.
- g) Raise orders and invoices for the provision of services to external clients
- h) Processing onto accounting system and reconciliation of payments through the academy's charge/debit card – sign off by the Head teacher / Chair of the Local Governing Body
- i) Order and manage school meals and liaise with the school meals provider.
- j) In liaison with Academy Business Manager and the Trust's Finance team, ensure that adequate cash flow/reserves are maintained.
- k) Reconciliation: Conduct regular bank and account reconciliations to maintain accuracy and integrity of financial records. Investigate and resolve any discrepancies identified during the reconciliation process.
- l) Processing monthly journals into the accounting system
- m) Budget Support: Assist in the preparation of the annual budget by gathering and analysing financial data. Collaborate with the Business Manager and Trust finance team to monitor and track expenditure against budget allocations.
- n) Process lettings including bookings receipt of payments in liaison with the hirer and bringing any concerns to the attention of the Academy Business Manager
- o) Maintain the academy register of assets/inventory, ensuring that an annual check of assets is undertaken and recorded electronically prior to the audit process; also to ensure that all IT equipment is security marked
- p) Processing of month end procedures and annual accounts to timeline
- q) Liaison with Site Manager, Academy Business Manager and Head teacher with regard to Capital bid submissions, and monitoring of expenditure.
- r) Provide reports and additional information as required by the Head teacher, Academy Business Manager, Chair of the Local Governing Body and Academy Trust Finance team
- s) Maintain the finance filing systems. All accounting records are retained for 6 years plus the current year
- t) Maintain the academy's approved supplier list

- u) Periodic checks of gas and electricity etc. readings/charges to ensure accuracy
- v) To ensure that Business Rates are charged to and paid by the academy to the LA at the correct reduced rate for charitable status, on an annual basis

2. Organisation:

- a) Deal with reception/visitor etc. matters ensuring all visitors comply with signing-in procedures etc.
- b) Answer parental and visitor queries in person, by telephone, text and email
- c) Support school receptionist during busy periods.
- d) Support staff in organising school trips/events etc. – e.g. by booking coaches and venues, ensuring that the cost charged to parents covers the full cost of the activities
- e) To ensure all new pupils are checked for their free school meal, Service children or Children in Care eligibility and that all existing parents are offered the opportunity for checking via a half termly letter. To immediately update the Integris system and inform the Head teacher of all children who enter onto or exit from the Free School Meals/Ever 6 list
- f) To ensure that parents do not accrue debt for school dinners, music tuition etc. and that these debts are collected regularly, ensuring that there are all balances are at zero by the end of each half term
- g) To maintain the Single Central Register and personnel files in the absence of the Academy Business Manager

3. General:

- a) Attend and contribute to meetings as requested by the Head teacher or the Academy Trust and its Officers, including with contractors and parents where relevant
- b) To participate in training and other learning activities as part of and in addition to the performance management process, as is required or deemed necessary
- c) To be full conversant and comply with all Trust and local academy policies, with particular regard to child protection, safer recruitment, health and safety, finance and single equalities, reporting all concerns immediately to the appropriately designated person
- d) There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Head teacher, their designated deputy or a Trust Officer

In all of these duties, the Finance Officer will be aware and supportive of the Academy’s Christian ethos, aims and values. It is expected that matters of confidentiality will be respected at all times.

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

St James CE Primary Academy and the Diocese of Chichester Academy Trust, are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Signed.....

Date.....

Print Name.....