

## Job Description

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| <b>Job Title</b>   | <b>Finance Officer</b>  |
| <b>Grade</b>       |   |
| <b>Reports to</b>  | <b>Finance Manager</b>  |
| <b>Job Purpose</b> | <p>To administer all processes (ordering, invoicing, paying/receiving, recording) in relation to routine financial transactions within the school.</p> <p>To accurately maintain the school's financial accounting system (FMS) in respect of routine transactions.</p> <p>To ensure that all procedures relating to routine transactions are carried out in accordance with financial regulation, 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 process and record all creditor invoices and credit notes</li> <li>• To match all orders to invoices and query any discrepancies</li> <li>• To ensure that all payments to creditors are properly authorised</li> <li>• To prepare and record creditor payments by BACS and occasionally cheques</li> <li>• Sending remittances to suppliers</li> <li>• To deal with all creditor queries and statements, by telephone or written correspondence</li> <li>• Liaise with and departmental budget holders with regard to monitoring of expenditure</li> <li>• Ensuring all credit card invoices have been authorised and processed correctly</li> <li>• Dealing with internal and external queries relating to the Finance Officer role</li> <li>• Seeking out value for money for the school in terms of purchasing good including searching the internet for best quality and price or negotiating with supplier</li> <li>• Establishing a good working relationship with suppliers to obtain the best offers and discounts where possible.</li> <li>• Reconciling supplier statements to FMS</li> <li>• To assist the School Business Manager and Finance Manager where required with queries relating to errors/discrepancies, bank reconciliation and other financial matters</li> </ul> |