

Job Description – Finance Officer -

Job Title	Finance Officer
Grade	Scale 21 – 25 (£19,939 - £22,434 plus OFA £579)
Reports to	Finance Manager
Liaison with	Finance Manager, Head of Finance, Headteacher, teaching and non-teaching staff, parents, suppliers and contractors.
Hours/Weeks	Full Time 37 hours / 52.14 weeks
Technical Support	To implement all technical support, guidance and advice issued by the Brentwood Academies Trust.
Job Purpose	<ul style="list-style-type: none"> • The day to day administration of both restricted and unrestricted funds • Ensure the adherence to financial regulations • Financial administration of both residential and day trips
Duties	<p>Financial Regulations and Internal Control Procedures</p> <ul style="list-style-type: none"> • To prepare and present appropriate finance reports to budget holders, trip organisers and the Finance Manager as requested. • Identify and report any issues regarding budgets to the Finance Manager. • Ensure school staff adhere to the financial policies and procedures as agreed by the Brentwood Academies Trust, and advise teaching and support staff on the content of the policies. • To undertake monthly reconciliation of the school's financial systems and accounts. • Prepare and ensure completion of month end documents as required by the Finance Manager. • Assist in the completion of year end documentation and audit file as required by the Finance Manager. • Liaise with internal and external Auditors throughout the audit process, and ensure documentation is made available as requested. • Maintenance and regular reconciliation of bank accounts and investments. • Maintain an analysis of costs and other statistical records. • Ensure the accuracy of all transactions and entries into the financial accounting system (PSF). • Process all transactions in a timely and efficient manner. <p>Purchase Ledger</p> <ul style="list-style-type: none"> • Maintain supplier list, adding new suppliers and ensuring the accuracy of existing information. • Ensuring staff adhere to the best value policy when ordering goods and services. • Process orders, in compliance with authorisation limits. • Record correctly authorised goods received notes (GRNs), ensure goods reach their correct destination, liaise with suppliers, return damaged goods. • Regular checking of supplier statements, to ensure invoices, once checked, and correctly authorised, are paid according to supplier terms and conditions. Request copy invoices as needed. • Prepare BACS/cheque payment run. Ensure the optimum credit period is taken and verify there are sufficient funds to proceed. Action and replace any lost or cancelled cheques.

	<p>Sales Ledger</p> <ul style="list-style-type: none"> • Raise invoices for curriculum income, agree and bank income received. • Responsibility for the management of school trips ensuring documentation is complete and all trip income and expenditure is properly recorded. • Liaise with trips organiser, parents and students to ensure all monies due are received and banked promptly. • Ensure trips achieve breakeven, liaise with trip organiser and alert Finance Manager should a deficit situation be identified. • Receive monies from students and record on excel spreadsheets. • Ensure charity income is banked and cheques raised, in a timely manner, for selected charities. • To prepare income for collection by cash collection service. <p>Other Financial Responsibilities</p> <ul style="list-style-type: none"> • Undertake internal transfers and ensure journals are appropriately authorised and placed in journal file. • To process petty cash transactions ensuring adherence to associated financial procedures. • To undertake the annual reclaim of gift aid on parental donations. • Administer any other budgets or trading accounts as required by the Finance Manager.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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