

**JOB DESCRIPTION**

**Post Title:** **Finance Officer**

**Post Grade/Salary: Scale 5 - £22,506 - £24510**

**Hours of Work: 36 hours a week x 52 weeks- Permanent**

**Responsible to: Finance Manager**

**Purpose**

Collaborative relationships with finance functions at Heartlands High School as appropriate. The Finance Officer is responsible for providing an efficient and accurate finance and accounting service to the school, also supporting the Finance Manager with budget management & reporting, data analysis, payroll administration, submission of returns and reconciliations.

**The role will include:**

**Finance - Processing transactions**

* Enter transactions into the school’s financial accounting system (FMS/PS Financials).

**Finance – Purchasing**

* Assist school staff in sourcing suitable products using ‘best value’ principles
* Raise and send purchase orders/log commitments on the school’s accounting system
* Where appropriate, and in accordance with the card use policy, purchase goods using the school’s purchasing card, entering the appropriate commitment onto FMS / PS Financials
* Validate and process invoices and cheques
* Maintain accurate supplier details on FMS / PS Financials
* Investigate and resolve any creditor queries

**Finance – accounts receivable**

* Create invoices for funding claims and school supplied services using FMS / PS Financials
* Chase outstanding payments, reporting any issues to the Finance Manager

**Finance – reconciliations**

* Reconcile receipts via Parentpay and Paypoint
* Reconcile Impact accounts
* Undertake other reconciliations as requested by the Finance Manager

**Income management – Parentpay and Impact**

* Set up new parent accounts and products & services on Parentpay
* Set up new student and staff accounts on Impact
* Undertake all general administration and housekeeping for the Parentpay and Impact systems and act as point of contact for all parents, pupils and staff
* Deal with all queries and discrepancies accordingly
* Undertake the input of all income received via Parentpay & Paypoint into FMS / PS Financials
* Chase debtors, reporting any issues to the Finance Manager
* Process any cheques or cash received directly to the school, prepare banking sheets/paying in slips and deliver to the bank and ensure these are posted and reconciled into FMS / PS Financials.

**School trips**

* Manage the administration and payments for all school trips, producing profit/loss statements as required.

**Asset Management**

* Assist the Finance Manager in the ongoing maintenance of the asset register
* Undertake an annual review and update of the inventory prior to the academy’s audit.

**Other Financial Duties**

* Petty Cash reconciliation and administration
* Staff Expense reconciliation and administration
* Banking administration
* Record keeping maintenance

**General**

* Provide cover for other members of the administration team as required and directed by the Business Manager
* Carry out any other duties as directed by the Finance Director / Headteacher commensurate with the general level of responsibility of the post.

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters

Effort

Achievement

Responsibility

Citizenship

High Aspirations

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.



**PERSON / CANDIDATE SPECIFICATION**

* Experience of financial management accounting
* Ability to communicate financial information to non-financial persons
* Ability to use own initiative, prioritise and meet deadlines
* Good oral and written skills
* Experience using IT Software particularly Microsoft Excel (including formulae), FMS and PS Financials
* Ability to input and/or extract from a manual or computerized database
* Ability to work in a sensitive environment maintaining high level of confidentiality
* Understanding of and commitment to equal opportunities and safeguarding children

As a part of safeguarding children the post holder will be required to undergo an enhanced Disclosure and Barring Service (DBS) check. Due to the nature of the post, the post holder would be expected not to take leave during the year end close of accounts (e.g. September to middle of October).