



JOB DESCRIPTION

Job Title:	Finance Officer		
Base:	Queensbury Academy		
Reports to:	School Business Manager and Trust Head of School Finance	Grade:	Scale 4
Staff Responsibility for:		Salary:	£18070 - £20138 (pro-rata)
		Hours:	37 per week (Term Time + 3 weeks)

JOB PURPOSE SUMMARY:

To provide financial support to the school.

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1. Provide support to the School Business Manager and Trust Head of School Finance with regards to the resource and business functions of the School.
2. Provide administration for all aspects of finance and reporting to the Local Governing Body and Board of Trustees.
3. Provide operational financial management for the School.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Relationships

- a. Work closely with the School Business Manager and Trust Head of School Finance to ensure smooth operation of all finance matters
- b. Provide financial support to team members, where required

2. Financial Management

- a. Ensure the financial transactions of the School are up to date to ensure accurate budget monitoring, and in line with the Trust's Financial Management Handbook.
- b. Ensuring the School's financial procedures, and appropriate, clear policy guidelines are followed in all areas of operation in relation to Trust Handbook.
- c. Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- d. Oversee the ordering, receipt of goods and authorisation of payments through the School's financial system. Ensure swift payment of invoices.
- e. Ensure the cashflow for the School is managed effectively.

- f. Provide support to the School Business Manager and Trust Head of School Finance in relation to external and internal audits as and when required.
- g. To provide a robust income collection process and ensure all monies are received and banked in a timely manner and recorded correctly.
- h. To assist with the bank reconciliations on the accounting system (PS Financials)
- i. To assist with the monthly VAT126 claims and submit in a timely manner to the HMRC.
- j. Input accounting data into the accounting system with speed and accuracy
- k. Assist in the production of financial statements, preparation of spreadsheets, reports and correspondence as required
- l. Plan, organise and manage own workload to ensure contribution to the school's monthly financial reporting process is achieved in a timely and accurate manner
- m. Resolution of finance related queries.
- n. Provide Finance Training to all staff with financial responsibilities based on the school finance manual.
- o. Assist with end of year preparation and procedures
- p. Any other duties that may be deemed appropriate to this role
- q. Support the School Business Manager and Trust Head of School Finance to ensure that their responsibilities to the School are effectively undertaken through, as appropriate, delegation to yourself. Many of these will be listed within this Job Description; however, due to the nature of the role support in other aspects may be required with appropriate support and direction.

2. Governance

- a. To support the School Business Manager and Trust Head of School Finance in the timely production of reports and data for the Local Governing Body and Board of Trustees.

3. Other Responsibilities

- a. Contribute to the wider life of the school and its community through out of hours and partnership work.
- b. Carry out any such duties as may be reasonably required by the School Business Manager and Trust Head of School Finance.
- c. Adhere to the School's corporate dress code.

This appointment is with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the contract of employment.

Name: _____

Signed: _____ **Date:** _____

PERSON SPECIFICATION

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				Assessed by:
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	A degree qualification or equivalent.	D	✓	
2.	Working towards a professional qualification in Accountancy.	D	✓	
3.	Evidence of continuous professional development.	E	✓	✓
EXPERIENCE				
4.	Financial administration within a school setting.	D	✓	✓
5.	A minimum of three years finance experience.	E	✓	✓
6.	Experience of the PS Financials accounting package	D	✓	✓
7.	Experience of managing finance and admin systems and procedures.	E	✓	✓
8.	Good knowledge of effective IT administration systems.	E	✓	✓
9.	Good knowledge of financial procedures and regulations.	E	✓	✓
10.	Ability to prioritise conflicting demands & thrive under pressure.	E	✓	✓
11.	Ability to take a problem solving approach to tasks, and develop well thought through, valid and financially sound solutions.	E	✓	✓
12.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	✓
13.	Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
ABILITIES, SKILLS AND KNOWLEDGE				
14.	Ability to use management information systems; and be able to transfer the experience of using one system to another similar system, if needs be.	E	✓	✓
15.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
16.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
17.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academics' developments.	E	✓	✓
PERSONAL QUALITIES				
17.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
18.	Sympathetic to and supportive of the mission, values and ethos of the School.	E	✓	✓
19.	A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency.	E	✓	✓
20.	Effective communicator, able to build and sustain positive relationships with all stakeholders in the community.	E	✓	✓
21.	Commitment to the development of the School as a centre of excellence in the community.	E	✓	✓
22.	Adaptability to change and embracing of innovation and creativity.	E	✓	✓
23.	Energy, vigour and perseverance.	E	✓	✓
24.	Committed to the professional development of colleagues and self.	E	✓	✓

Name: _____

Signed: _____ Date: _____