

Finance Officer

Aureus School - Job Description

Job Title:	Finance Officer	Job Reference:	AURFO2018
Location:	Aureus School, Didcot	Travel required:	Occasional
Salary Range:	S6	Date Posted:	May 2018
Core purpose:			
<ul style="list-style-type: none"> To provide accurate and efficient finance support as a member of our school's Operations Team 			
Key Accountabilities:			
<ul style="list-style-type: none"> To assist the School Business Leader to provide an outstanding level of performance in the financial functions of the school To support the School Business Leader in the day-to-day operation of finance management, administrative and organisational processes To ensure that deliveries are checked off on delivery notes when required, and goods received notice systems are used as required within PS Financials. To generate purchase orders as required To place orders using the PO system within PS Financials and using the school procurement card Assist with the reconciliation of the school procurement card To process invoices for payment To assist with maintaining the schools accounts, budgets and funds To maintain proper computer held accounts To process orders, invoices and receipts through the relevant software systems (PS Financials) and in accordance with GLF procedures To collect payments from students and staff for school trips, mufti days and departmental sales etc using Parent Pay To prepare, proof-read and ensure consistency with the communications strategy / brand, all letters and communications being sent out by the school To send out communications using ParentPay, email and SIMS In Touch To ensure the school operates a 'no cash' policy - directing all payments via Parent Pay To raise invoices for income owed to the school e.g. lettings To deal with suppliers to resolve queries and deliveries To assist in the preparation of end of year accounts ready for audit To set up excel spreadsheets for monitoring accounts e.g. trips, printing costs etc. To liaise with the GLF Central Finance Team To be responsible for safeguarding and prioritising the welfare of children To provide an efficient and helpful service to staff, students and parents To ensure work is done quickly, efficiently and accurately To be able to demonstrate discretion at all times as you are privy to sensitive information 			
Accountable To:			
<ul style="list-style-type: none"> School Business Leader 			
Safeguarding:			
<ul style="list-style-type: none"> We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful 			

candidate will have to meet the person specification and will be required to apply for a DBS disclosure.
Wellbeing:
<ul style="list-style-type: none"> We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.
Diversity:
<ul style="list-style-type: none"> We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.
Flexibility:
<ul style="list-style-type: none"> We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.