



JOB DESCRIPTION

Job Title:	Finance Officer
Reports to:	School Business Manager
Salary Range:	Kent Range 6
Hours:	37 hours per week, term time only plus occasional additional days. Office based role.
Job Purpose:	Support the Finance Manager with the day-to-day finances of The Judd School

Development Fund Duties and Responsibilities

- Working with the Alumni & Development Officer to maintain, amend and ensure the integrity of the Development Office database records in adherence with GDPR, to include comprehensive records of all current and past pupils (where known), parents and any other individuals, companies or grant-making trusts likely to be of value to the school.
- Recording and processing all donations to the Development Office, including Gift aid information.
- Maintaining the Sage accounting system and the ToucanTech accounting records.
- Banking of all cheque donations to the Development Fund.
- Submission of regular Gift Aid claims.
- Ensuring the proper administration and legal compliance of the Development Fund (registered charity 282539).
- Preparation of both monthly and annual accounts for the Development Fund and management of annual audit requirements

School Fund Duties and Responsibilities

- Processing of online payments and other transactions on the school's accounting system.
- Recording and banking other miscellaneous receipts.
- Assisting with ParentPay housekeeping and administration.
- Working with account holders to ensure School Fund monies are allocated and spent effectively and economically.
- Managing the petty cash accounts for the School Fund, settling claims and accounting for the cash accurately.

- Assisting with the collection and accurate recording of all subscriptions to the School Fund.
- Processing and reconciling of Lloyds online bank payments.
- Submission of regular Gift Aid claims.
- Ensuring that all non-trip based invoices are paid in a timely manner.
- Preparing and managing non-trip activities such as annual leavers ball, author visits, exam resits and fundraising events.
- Counting, preparing and banking of all monies received from house charity events within the school.
- Completion of School Fund month end and year end processes.
- Working with staff and students to support financial aspects of school events

Main School Account Duties and Responsibilities

- Ensuring all purchase requisitions are authorised correctly in accordance with the finance policy.
- Ensuring value for money is achieved.
- Raising, authorising and printing orders on FMS for approval, and issue to suppliers once approved.
- Tying up delivery notes, orders and invoices as they arrive.
- Processing supplier invoices on FMS.
- Producing monthly budget reports and distributing to budget holders.
- Monitoring Finance email inbox regularly.
- Dealing with incoming finance Department post and distribution.
- Dealing with staff queries relating to FMS.
- Reconciliation of supplier statements.
- Other appropriate tasks as required

Notes

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification - Finance Officer

	Essential	Desirable
Education and qualifications	Minimum 5 GCSEs Grade A*- C, or equivalent, including English and Maths.	Relevant professional financial qualification.
Specialist knowledge	<p>Experience of financial procedures including purchase ledger processing.</p> <p>Knowledge of computerised accounting systems.</p> <p>Demonstrable skills in administrative ICT software- spreadsheets, email, word documents.</p>	<p>Previous experience working in a similar role in a school.</p> <p>Knowledge of Sage and/or Pebble accounting systems.</p> <p>Intermediate knowledge of G Suite, including Google Sheets and Docs.</p>
Skills	<p>Excellent numeracy and literacy.</p> <p>Excellent telephone manner and good communication skills.</p> <p>Strong attention to detail.</p> <p>Ability to meet deadlines.</p> <p>Excellent organisational skills.</p>	<p>Willingness to develop and enhance existing systems.</p> <p>Understanding of Best Value in an educational setting.</p>
Personal Qualities	<p>Commitment to the ethos and aims of the School.</p> <p>An effective team worker who is willing to support colleagues.</p> <p>An understanding of the importance for discretion and confidentiality in this role.</p>	<p>Willingness to be an active member of the school community.</p> <p>Ability to to work proactively and manage own workload.</p> <p>Keen to learn and further develop own skills.</p>
Working with young people	<p>Commitment to equality of opportunity and the safeguarding and welfare of all students.</p> <p>This post is subject to an enhanced DBS check.</p>	