



## Job Profile – Finance Officer (Part-Time)

This profile recognises the demands of the current Pay and Conditions regulations.

<b>Service conditions:</b> Surrey Pay	<b>Salary Grade:</b>	<b>S4/5</b>
	<b>Salary Range:</b>	<b>£16,737 - £21,796 (FTE)</b>
	<b>Actual Pro-rata Salary:</b>	<b>£9,644 - £11,394</b>

**Hours per week: 21** (Monday, Wednesday, Friday - 8.00am to 3.30pm)  
**Weeks per year: 41**

**JOB TITLE:** Finance Officer (part-time)

**JOB PURPOSE:** To be involved with all day-today aspects of finance

**ACCOUNTABLE TO:** Finance Manager

*Key Accountabilities of Finance Officer*

### *Key Tasks*

#### **The Management of Resources.**

- Managing the administrative aspects of the Sports Centre operation eg. Liaising and resolving queries with the Sports Centre Manager, invoicing, credit control, income processing and banking
- Processing invoices using SIMs Finance, including for hire of school facilities
- Payment of invoices via cheque and BACS processing
- Liaising with companies to obtain ‘Best Value’ when purchasing goods and services
- Purchasing items using the school credit card
- Processing Petty Cash transactions
- Collecting, counting and agreeing cash from students, prepare and/or check banking where appropriate
- Administering all payment receipts in respect of student purchases for educational resources

- Documenting and processing insurance and supply claims
- Managing School Fund account - Income & Expenses, etc.
- Managing Broadwater School Charitable Trust – Income, expenditure, gift aid records etc.

**Health and Safety:** Compliance with all health and safety procedures. Taking reasonable care for personal health and safety and safety of that of others.

**General Conditions:** This job profile includes the principal responsibilities of the post. However, the post will evolve. The postholder will be required to adopt a flexible approach in order to meet the changing needs of Broadwater School.

*\*Previous applicants need not apply\**

# **BROADWATER SCHOOL**

## **Person Specification – Finance Officer**

### **Essential:**

- to have experience of working in a finance / administrative / clerical role
- to have excellent communication skills
- to present the school in a professional, courteous, friendly and business-like manner
- to possess a pleasant personality and a good sense of humour
- to be smart and presentable
- to have excellent IT skills especially in Microsoft Word and Excel
- to pay attention detail in all work produced
- to be very well organised, methodical and accurate
- to view constructive criticism as positive input
- to have a strong desire to develop own skills and to support others in developing their skills
- to be flexible in approach
- to have excellent attendance and punctuality
- to have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team
- to be committed to the principles and practice of equal opportunities
- to be committed to student welfare and safeguarding principles of the school

### **Desirable:**

- current and/or previous experience of successful work in a school or college  
experience of using SIMS and FMS