

ROLE

To assist the Finance Officer with the Trust's financial operations to ensure the support services provided enable the academies to meet their responsibilities and goals.

1. Finance Responsibilities

Wrap Around Care:

- Responsible for the accurate and effective administration of the school's Wrap Around Care facilities on a daily basis. Includes supporting new and existing parent/carer/staff users with their online account.
- Supporting the Principal and Wrap Around Care Manager in setting up and publishing termly sessions on the online booking system.
- Ensuring that online documents are maintained and remain current including Wrap Around Care Terms & Conditions and Privacy Policy.
- Proactively manage parent/carer online accounts to ensure timely payment of outstanding balances and amendments to bookings and/or payment plans.
- Responsible for preparing daily registers for Breakfast Clubs and Stay & Play After School Clubs across all year group sessions.
- Handle parent/carer queries regarding their account balances, session bookings and payments.

Extra-Curricular Clubs:

- Assist with planning and delivery of a termly extra-curricular club program. Includes engaging with internal and external stakeholders to organise clubs, arranging suitable locations for the clubs and preparing/communicating a detailed club program to parents/carers.

School trips:

- Responsible for the financial management of all trips (day, residential and overseas) including setting up, maintaining and monitoring accurate spreadsheets for each trip.
- Responsible for setting trips up on the Trust's on-line payments system, ensuring that all payments are accurately recorded.
- Liaise with other departments and trip leaders within the academy to ascertain each trip's requirements and likely costs.
- Responsible for organising transport, correspondence, currency (if required), insurance, collective passports, risk assessments and appropriate levels of supervision as required (not applicable for all schools).

2. Support for the School

- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in academy events and activities.
- Develop and maintain effective working relationships with other staff and parents/carers.

Any other tasks, duties or services that may be reasonably requested by the Principal, Wrap Around Care Manager, Finance Officer or Finance Assistant.

3. Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

4. Continuing Professional Development

- Participate in an induction programme.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

The job description is subject to review and may be changed following consultation with the post holder.

Line management and appraisal of this post is undertaken by the Finance Officer. The job description detailed above conveys the position as at September 2021. Owing to the continual change currently being faced within all of the finance teams, the detailed duties are subject to review and may be changed following consultation with the post holder. It is expected that the post holder will attend appropriate and relevant training courses which will enhance the performance of the post holder as required by the Trust, at the Trust's expense.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

Flexible days but must include Monday.