

Featherstone High School

Job Description

Job Title:	Finance Officer	Grade: 5
School:	Featherstone High School	
Hours:	35 hours per week. Term Time only + 1 week (40 weeks). One week (5 days) to be worked during the summer holidays	
Reports To:	Finance Manager for day-to-day operations and responsibilities. Overall accountability lies with the Director of Finance and Operations	

Overall Responsibility

To provide high-quality and efficient administrative financial support to the Director of Finance & Operations, Headteacher, and Governing Body, ensuring the smooth operation of the school and the effective management of its financial and administrative matters.

Main duties and responsibilities

1. Purchase Orders- raising POs; liaising with budget holders as required and checking for accuracy and correct authorisation
2. Invoices- raising invoices against POs; liaising with budget holders as required and checking for accuracy and correct authorisation
3. To ensure invoices /POs fall within the relevant budget department and available spend and to escalate to DFO/FM any concerns
4. Matching all invoices with POs and reconciling fully on a monthly basis & to follow up with suppliers as required
5. To investigate and resolve any supplier invoices under query, arrange returns and ensure refunds or credit notes are received.
6. Screening the finance in-box to ensure all invoices or queries relating to them are addressed
7. To manage all supplier queries
8. Preparing the BACS via FMS & the bank for the HT and DHT to approve.
9. Make credit card payments (after receipt of approved PO)
10. To review credit card statement monthly and reconcile all payments to POs and invoices
11. Raise orders for Sixth form bursary (through Applica) and maintenance of spreadsheet with student bank details and to ensure payments are made once correct authorisation received.
12. To prepare & place hospitality orders as required either through in-house catering or directly with shop.
13. To support the Director of Finance & Operations in carrying out applicable duties across the MAT as and when required.

14. To adhere to and work within established policies, procedures, and guidelines, ensuring compliance with the school's values and best practices while maintaining a high level of efficiency and accountability in all tasks and responsibilities.
15. Work collaboratively within a team, fostering a supportive and inclusive environment where each member's strengths are recognised and valued.
16. To undertake such other tasks, commensurate with the responsibilities of the post, as may be agreed from time to time with the Director of Finance and Operations / Headteacher.

General

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme and participate in relevant meeting, training and other learning activities.

Employees to take responsibility for your own health and safety, as well as for the health and safety of your colleagues, students, and the public. Employees are expected to cooperate with management, adhere to established work procedures, use protective equipment when necessary, and report any defects or hazards to management.

The job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school relation to post-holder's professional responsibilities and duties.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

By signing this document, you are agreeing to undertake all duties stated within this job description.

Employee signature: _____ **Date:** _____

Manager signature: _____ **Date:** _____

Person Specification

Finance Officer

		Essential (E) Desirable (D)
	Qualifications and Experience	
1	A-C in Maths or NVQ Level 2 Maths or equivalent qualification/experience	E
2	Educated to A Level or equivalent standard	D
3	Experience of working in the education sector at least 1 year	D
	Professional Specification	
4	Knowledge of financial management systems in a work place or voluntary setting	E
5	Experience of Microsoft Office in particular Excel	E
6	Good administration and organisation skills	E
7	Good written and oral communication skills with stakeholders and colleagues	E
8	Experience of working in a confidential environment	E
9	Ability to produce and collate reports and publication materials	E
10	Ability to work independently	E
	Professional Skills and Attributes	
11	The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
12	Ability to prioritise their workload to ensure the timely completion of work.	E
13	Ability to communicate well in writing and face to face to all stakeholders	E
14	The ability to identify own training and development needs and to cooperate with the means to address these	E
	Personal Qualities	
15	A flexible and proactive work ethic	E
16	Attention to detail	E
17	Honesty and trustworthiness	E
18	A good record of attendance and punctuality	E
	Demonstrates the Commitment to:	
19	FHS School Values	E
20	Safeguarding and promoting the welfare of young people	E