



Job Title:	Finance Officer	Department/Group:	Support staff
Level/Salary Range:	Grade 4	Reporting to:	Assistant School Business Manager
Contract term:	Term time + 10 days	Hours per week:	37
Safer Recruitment Statement			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p><i>"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:</i></p> <ul style="list-style-type: none"> <i>Offering a high quality, inclusive and distinctive education</i> <i>A caring and nurturing environment based on our Christian values</i> <i>Recognising the unique nature of each child.</i> 			
All staff employed by the Bishop Fraser Trust are required to:			
<ul style="list-style-type: none"> uphold and promote the Trust's vision uphold and promote the Christian ethos of all schools in the Trust support and contribute to the achievement of all students academically and pastorally support and contribute to the Trust's responsibility for safeguarding all students undertake professional training to enhance personal development and job performance; Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect share best practice, expertise and skills with others 			
Main Objectives of Role:			
To act as purchase ledger clerk to the Academy, ensuring accurate and prompt payments to suppliers, adhering to Academy policies and procedures			
Job Description:			
<p>Finance responsibilities</p> <ul style="list-style-type: none"> Complete work in line with the Academy's financial handbook and audit requirements at all times and under the guidance of the Assistant Business Manager Prepare and process purchase orders for the Academy following the Scheme of Delegation. Ensuring that correct authorisation procedures have been followed and highlighting any concerns with the Assistant Business Manager. Monitoring budgets and informing the Assistant Business Manager of any potential budget over/under spends. Identify best value suppliers for items to be purchased. Receive and record delivery of goods, ensuring all goods are present Process all invoices received within agreed payment deadlines, but only after appropriate authorisation for payment has been obtained. Regularly update budget holders on expenditure to date [including reprographic charges], ensuring overspend is not incurred without prior authorisation from the Assistant Business Manager. Assist the Assistant Business Manager in the monitoring of expenditure and income. Administer academy trips and educational visits, transport bookings and ensure monies are accurately receipted and recorded. Undertake all administrative duties associated with school dinner monies receive and record all cash collected and prepare for banking balance cash received against till receipts and investigate discrepancies monitor and update spreadsheets Ensure all petty cash expenditure is authorised prior to reimbursement Enter details of petty cash payments on finance system. Collect and record all cash in respect of non-public funds, issue receipts, prepare for banking Ensure all monies are recorded, accounted for and secured in the safe each day prior to going home for the day Maintain the School Fund Account, providing details of separate 'funds'. Provide procedural/ budget advice and information to all stakeholders 			

Administration

- Answer telephone calls, take messages and ensure queries are responded to in a timely manner, whether on finance matters or in support of other colleagues in back office
- Check the Academy's 'finance@..' email address for messages, responding to routine enquiries and forwarding more complex enquiries to the right person.
- Maintain manual and computerised record/information systems including scanning and uploading documents on M-store
- Attend and participate in relevant meetings
- Undertake typing and word-processing and other IT based tasks such as printing and distributing letters
- Deal with incoming mail relating to finance matters such as invoices / overdue payments

Resources

- Operate relevant equipment/complex ICT packages (e.g. finance software, excel, databases, spreadsheets, Internet)
- Maintain stock of administrative supplies
- Provide general information to staff, pupils and others

Communications

- Report immediately to the Assistant Business Manager any concerns regarding incorrect finance procedures being followed
- Maintain confidentiality

General responsibilities

- Work collaboratively with a range of internal and external partners, demonstrating a positive 'can do' attitude and working as one team for the wider 'team academy'
- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Meet regularly with the Assistant Business Manager

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

November 2018

Signed: _____

Date: _____

Name: _____