



## Finance Officer Reports to: Bursar

**Salary Range:** NJC Grade 4-5  
(£23,628-£27,255)

**Hours:** Full time or Part-time

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### Job description

#### Main Duties

The Finance Officer will be an essential member of the Administrative Team and contribute towards the smooth running of the school.

The Finance Officer is to be principally responsible for the provision of financial administration support and the accurate and expeditious recording of financial data in accordance with the School's policies and procedures.

#### Associated duties include:

- To assist the Bursar in the setting of an annual budget at the beginning of each financial year including the creation of annual estimates of income and expenditure for long-term planning.
- To manage, maintain, review and operate the School's computerised and manual accounts systems to support expenditure and income in relation to budget. To include orders, commitments, invoices, petty cash, reconciliation, grants, claims, lettings, banking, journals, virements, payroll transactions, returns, contracts, VAT and service level agreements.
- To ensure that end of year procedures are implemented in accordance with School and ESFA requirements.
- To provide management information to Budget Holders, the Bursar, Headmaster, or Board of Directors on request.
- To keep analyses of costs and other statistical records.
- To provide end of year reports for the Bursar, Headmaster and Directors to include budget summary, curriculum and premises audit, expenditure/income comparison and confirmation of carry forward.
- To develop sound financial management to support the work of the School.
- To manage, maintain and operate voluntary fund accounts to include receipts, expenditure, banking, monthly reconciliation and periodic reports to the Bursar, Headmaster and Directors.

- To assist with the School's Gift Aid procedures including the accurate recording of donations and making claims to HM Revenue & Customs if needed.
- To manage, maintain and operate school journey accounts to include costing, formal approvals, receipts, income, expenditure, banking, refunds, funding, grants, entitlement and reconciliation.
- To assist in the management and recording of the school meals and school journeys accounts and student bursaries.
- To develop, manage and maintain an on-line system for the receipt of income from parents through the 'ParentPay' website, PayPal et al.
- To research, prepare and complete a wide range of finance statistical information as required by the Bursar, Headmaster, Directors or ESFA.
- To assist the Bursar in maximising the School's income sources and reviewing expenditure for best value.
- To assist the Bursar in seeking new income sources to benefit the School.
- To provide monthly information on the purchase and disposal of items to be included on the School's Equipment Register and to carry out periodic stock checks.
- To maintain provide administrative support for letting agreements including checking of appropriate documentation including insurance and to issue invoices and reminders.
- To maintain accurate records for the checking of IR35 payments and correct deduction and payment of taxes if applicable.
- To provide other administrative support including dealing with photocopying, correspondence, compilation or analysis of reports etc.
- To attend Staff Professional Training Days and attend courses relevant to the post as directed by the Bursar and to take part in an annual performance review.

Any other duties requested by the Bursar or Headmaster as appropriate to the position of Finance Officer.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.



THE CARDINAL VAUGHAN  
MEMORIAL SCHOOL

## **Finance Officer Person Specification**

The successful candidate should:

- Educated to GCSE Level (or equivalent) with 5 GCSEs A\*-C including English and Maths
- Relevant accounting qualification or finance experience desirable
- Good literacy and numeracy skills
- A working knowledge of Microsoft Office Software, e.g. Excel and Word.
- Good planning and organisational skills and a flexible approach to managing own work load.
- High level of confidentiality and trust
- Good communication skills in a variety of contexts (verbal, email, written) and with people at all levels.
- Ability to work under pressure and meet deadlines