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|  | **All Hallows RC High School**  **JOB DESCRIPTION – FINANCE OFFICER** |
| **Grade:**  **Hours:**  **Responsible to:** | 2C Point 22 (£21,589 to £23,836)  36 p/wk. Fixed term contract (initially 24 months, potential to become permanent)  Hours to be worked 07:30 to 3:15 Monday to Thursday and 07:30 to 3:00 Friday  Contract start date anticipated as Jan 2020 or sooner  Post is suitable for Job share  Business Manager |
| **Main Purpose:** | * With the Business Manager, manage the operation of the school bank accounts, ensuring the safe receipt and handling of cash and the timely posting of transactions and creation of monthly balance sheets. * Assist with the arrangement and control of the school’s financial resources and the planning, allocating and using financial resources in a manner which satisfies the requirements of accountability and financial control. * To work with the Deputy Head on managing the Staff absence cover rota (Daily) |
| **General Administration:** | * To provide general administrative support as requested by the Business Manager * To help organise and provide information upon request to the School’s external and internal auditors. * To operate within the School’s approved Financial Regulations and help ensure that the regulations have been communicated to staff and provide support to staff as requested. * Maintain an overview of the cashless catering system and respond to queries that may arise. * To forward monthly payroll information for external payroll provider * Run monthly VAT returns |
| **Expenditure:** | * To create purchase orders ensuring the correct expenditure code is used * To ensure all invoices are authorised for payment in line with financial regulations. * To raise manual cheques/BACS payment where required from the school bank accounts, * To administer the matching of cheques to invoices, ensuring appropriate process is followed and that invoices are filed and cheques posted. * To oversee the monthly reconciliation of the school charge card. * To oversee the monthly reconciliation of the school bank accounts * To administer and ensure statements are checked and copy invoices requested when needed. * To use the SIMs FMS Accounting System to input income and expenditure on a timely basis. |
| **Income:** | * To raise invoices relating to areas of income from external agencies and to follow up on payment * To organise and arrange the regular banking of monies ensuring that segregation of duties for the collection and the banking of cash has been carried out in line with the requirements of the Financial Regulations. * To manage internal recharging processes for photocopying and printing. |
| **System Housekeeping** | * Overseeing and ensuring that all records are kept up to date, e.g. regularly checking for any cancelling of orders. * To deal with finance queries from suppliers, debtors, budget holders and other staff. Providing monthly reports to budget holders. * To prepare and assist in the setting up and maintaining annual archiving of financial records. * To assist with maintaining and updating information held on school databases in particular those relating to finance including recording expenditure and income and accessing and producing reports for budget holders. |
| **Support for the School:** | * To help and support the School’s aim to achieve Value for Money in all its activities. * To be aware of and comply with all school policies and procedures in particular relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate senior member of staff. * To be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. * To contribute to the school ethos, aims and development/improvement plan. * To work as part of a team, appreciating and supporting the role of other people within the team. * To attend and participate in meetings as required. |
| **Resources:** | * To ensure use of IT to full capacity in order to produce high quality documents. * To organise and present information for reports in a variety of formats. |

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Business Manager, commensurate with the grade of the post.

Signed Employee: …………………………………………………………………. Date:……………………………………..

Signed Employer: ………………………………………………………………….. Date: …………………………………….