

Job Description for the Post of Finance Officer

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Business Manager.

Main Purpose of Job

As Finance Officer, you will be an integral part of the team responsible for ensuring high standards of financial integrity. You will complete the financial processes required of the school, ensuring compliance with financial regulations, the scheme of delegation and the requirements of the Academy Trust Handbook.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. Responsible for the day-to-day completion of the school's financial routines, this may include but is not limited to, placement of orders, processing of deliveries and invoices, payment of goods and raising accounts receivable invoices, using the school's SIMs Finance system.
3. To support budget holders with procurement and best value processes where necessary.
4. To ensure the correct coding, matching, approval and processing of purchase invoices and credit notes to orders in a timely manner.
5. To reconcile aged creditors and supplier statements, investigate and resolve purchase invoice queries, and ensure that refunds or credit notes are received.

6. To prepare and process regular BACS payment runs.
7. To reconcile credit card accounts, ensuring that all purchases are made in accordance with financial regulations and supported by receipts.
8. To reconcile and submit the monthly VAT returns.
9. To process journals as required e.g. payroll, debits/credits; receipt remittances
10. Administration and reconciliation of the School Amenities account, to include maintenance of records, preparation of information for the annual audit at Financial Year End and processing of any gift aid claims.
11. To review, process and submit overtime, mileage claims and any additional payments to MCC, the school payroll provider.
12. To check suppliers IR35 status, where applicable, and advise MCC of any IR35 payments.
13. Preparation of the annual P11D form.
14. To undertake monthly pre and post payroll monitoring checks and the monthly payroll reconciliation. To liaise with MCC and staff to resolve any discrepancies or queries that arise.
15. Processing Trinity Sports Services payroll using Xero and processing of any payments to NEST.
16. To support the SBM in the production of financial information for a range of purposes, including year-end, auditors, the ESFA and DfE. This includes carrying out purchase order clear-down and producing essential reports such as prepayments and accruals reports.
17. To ensure accurate maintenance of filing and archiving, complying with the retention schedule requirements.
18. To be willing to undertake training as appropriate.
19. To undertake other duties as required in line with the grade and responsibilities of the post.