

Job Description

Post Title:	Finance Officer (Term Time Only)
Grade:	£26,865 - £28,440 Full Time Equivalent Salary £23,184.50 - £24,543.72 part time actual salary (39 term time weeks, 45 paid weeks)
Responsible to:	Finance Director

Job Purpose

- To provide effective administrative and other support for the sixth form
- To be the first point of contact for 6th Form students and prospective students about 6th form administrative matters

Duties and Responsibilities

To undertake the following with minimal supervision:

- To assist, along with the finance assistant, with all day-to-day financial processing including purchasing/invoicing, bank transactions, credit cards etc.
- To ensure the timely and accurate production of monthly management accounts.
- To be responsible for the reconciliation of all nominal ledger accounts on a monthly basis.
- To assist in the preparation of the financial year-end statements and working papers.
- To assist the Finance Director in the preparation of:
- Annual Budgets, which will include ongoing discussions with budget holders relating to their actual spend in comparison to budget.
- Regular financial returns to the DfE and other funding bodies.
- To maintain the Academy's financial and accounting records on SIMS FMS.
- To ensure compliance with legislation, regulations and guidelines relating to the recording, maintaining, storage and reporting of financial information on a monthly and annual basis.
- To prepare and enter month-end and year-end journals.
- To be proactive in highlighting differences between actual and budgeted income and expenditure.
- To manage the reconciliation of the Academy's bank accounts.
- To assist in the regular updating of financial regulations, procedures and policies.
- To update and reconcile the Academy's Fixed Asset Register.

- To reconcile the payroll and ensure all monthly and annual returns are submitted in a timely manner.
- To keep all accounting records relating to the Academy's catering operations, and managing the financial aspects of the cashless catering system.
- To develop the use of the cashless system within the school.
- To assist and guide the finance staff working within the team in the execution of their responsibilities.
- To assist in the training and development of staff both within the finance team and also other staff having administrative roles within the Academy.
- To deal with enquiries for lettings of Academy facilities including the raising of invoices and liaise with premises staff to coordinate provision.
- To manage the credit control of a small debtors ledger.
- In liaison with the Finance Director, to develop medium term and annual improvement plans with regard to finance regulations and procedures throughout the Academy.
- To access expertise from within the Academy and externally to support the development of the finance team.
- To maintain a "knowledge bank" within the finance team, both through written procedures and also the personal development of finance staff enabling them to provide cover in the job holder's absence
- Line management of the finance team, overseeing staff roles and responsibilities
- To present reports to the Principal, Finance Director and Governors' Finance Committee.
- To liaise with the Finance Director and Governors on all financial matters.
- To prepare and submit VAT returns.
- To liaise with auditors.
- To ensure all invoices are signed by the appropriate budget holders.
- To manage and reconcile petty cash.
- To deal with enquiries from suppliers regarding deliveries and payments.
- To manage the Academy minibus
- To ensure relevant insurance policies are maintained, and to process any claims arising.
- To ensure relevant insurance policies are maintained, and to process any claims arising.
- Carry out such other duties within the competence of the post holder which may be required, reasonably, from time to time as directed by the Finance Director and or member of the Senior Leadership Team.

Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy
- Uphold the policies of the Academy ensuring, for example, that the Academy's Behaviour and Discipline policy, so that good order and discipline are maintained.
- Demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.
- Participate in staff training and development.
- Attend team and staff meetings.

Key Organisational Objectives

The post holder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment.
- Adopting customer care and quality assurance initiatives.
- Fulfilling the role of mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on

their application form and are expected to disclose such information at the appointment interview.

Support Role appointments at COLAI are subject to an enhanced Disclosure and Barring Service check, two satisfactory references and medical clearance.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification

Job Title: Finance Officer

	Essential	Desirable
Qualifications		
5 GCSE (or equivalent) Grade A-C	<input type="checkbox"/>	
At least Grade C (or equivalent) in Mathematics and in English Language	<input type="checkbox"/>	
Qualified AAT or part-qualified ACCA / CIMA / CIPFA		<input type="checkbox"/>
Educated to degree level or equivalent		<input type="checkbox"/>
Experience		
Between 2 and 5 years of experience in a broadly comparable finance role	<input type="checkbox"/>	
Between 2 and 5 years of experience of financial procedures, cash handling and cash security in a broadly comparable financial role	<input type="checkbox"/>	
Experience of financial management information reporting	<input type="checkbox"/>	
Experience of working with budgets and forecasts	<input type="checkbox"/>	
Experience of working with members of the general public		<input type="checkbox"/>
Experience of working within a school, preferably in a finance role		<input type="checkbox"/>
Knowledge and Know-how		
Knowledge of principles and methods of financial control and reporting, including the preparation of financial accounts	<input type="checkbox"/>	
Understand and comply with procedures and legislation relating to data protection.	<input type="checkbox"/>	
Skills		
Highly developed skills in spreadsheets and computerised accountancy software	<input type="checkbox"/>	
Excellent numerical and financial skills	<input type="checkbox"/>	
Excellent literacy and written communication skills	<input type="checkbox"/>	
Ability to collate financial information and communicate this appropriately to non-financial staff	<input type="checkbox"/>	

Competent user of at least one proprietary computer based office software email product	<input type="checkbox"/>	
Competent user of Microsoft Outlook		<input type="checkbox"/>
Competent user of at least one proprietary computer based word processing package	<input type="checkbox"/>	
Competent user of Microsoft Word		<input type="checkbox"/>
Proven track record of attention to detail and accuracy	<input type="checkbox"/>	
Competent user of at least one proprietary computer based Spreadsheet product	<input type="checkbox"/>	
Competent user of Microsoft Excel including Pivot Tables		<input type="checkbox"/>
Well-developed personal organisational and time management skills including the ability to prioritise own workload	<input type="checkbox"/>	
Ability to plan, prioritise and supervise the workload of others	<input type="checkbox"/>	
Able to work with minimal supervision and to use initiative	<input type="checkbox"/>	
Well-developed written and verbal communication skills	<input type="checkbox"/>	
Able to communicate effectively and tactfully with a wide range of people	<input type="checkbox"/>	
Ability to develop good relations with staff and pupils and the wider school community	<input type="checkbox"/>	
Ability to work under pressure to deadlines while maintaining a positive, professional attitude	<input type="checkbox"/>	
Personal Qualities		
Motivation to continually improve standards and maintain high standards	<input type="checkbox"/>	
A problem solving, “can do” attitude.	<input type="checkbox"/>	
A commitment to continuous learning and self-development	<input type="checkbox"/>	
Equal Opportunities		
Understanding of different social backgrounds of students		<input type="checkbox"/>