

Terra Nova School

Finance Officer

1 Principal Responsibilities

The Finance Officer is responsible to the Bursar for the day to day running of all the financial matters of the School and also assisting the Bursar in any other bursarial matters, as deemed appropriate.

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

2 Additional responsibilities

- To provide an efficient and high quality finance, admin support and credit control service within the school, contributing to the effective and smooth running of the school's Financial and Credit Control systems including Sage and ParentPay.
- To administer invoicing, manage the billing ledger, including the School's direct debit scheme and manage the collection of balances due
- To pursue outstanding invoices by written methods of communication.
- To administer the accounting of outside letting of School facilities.
- To maintain the Purchase Ledger, ensuring all invoices are authorised and allocated, running fortnightly BACS payments.
- To administer the banking of receipts and prepare bank reconciliations.
- To manage and monitor Tax Free Childcare.
- To maintain a Nominal Ledger and assist with financial reporting
- To run the Petty Cash.
- To cost and administer travel arrangements for all school trips and sports fixtures.
- To work with the payroll company and administer payroll.
- To book training courses and arrange travel.
- To provide administrative and accounting support to the Parents of Terra Nova.
- To record attendance data for school Holiday and After School clubs and bill accordingly.
- To obtain supplies such as fuel and transport, at most advantageous prices.
- To liaise with other staff about finance queries.
- To generally support the School's administrative function, as required.
- To have complete discretion.

3 Health and safety

- a) Reading and complying with the employer's Health and Safety Policy both for their own protection and for all other employees, pupils and visitors on site.

b) If suitably qualified act as a first aider.

Person Specification

- Experienced user of Sage, Excel and other relevant computer packages
- Excellent telephone manner
- Flexible
- Versatile
- Team player
- Work collaboratively
- Open to continued learning
- Good sense of humour

Hours:

8.30 – 5.00 Monday to Friday inclusive with one hour unpaid lunch break

Full Time

25 days holiday plus bank holidays (the school is also closed between Christmas and New Year)