



JOB DESCRIPTION

Post: Finance Clerk

Reporting to: Finance Manager

Role Purpose:

To support the Finance Manager to deliver responsive and effective financial services to the cluster schools. Ensuring that all records and matters are compliant with local, United Learning and the ESFA Financial Handbook

This role will be based at Avonbourne Academies but is part of a Finance Team providing services to the United Learning Bournemouth and Poole Cluster.

Main Duties and Responsibilities

Cash Payments & Receipts

Schools are going cashless so any cash should be minimal:

- Counting and reconciling cash received and preparing monies for banking

Finance processing

Responsible for finance processing required at school level, including:

- Resolve supplier/delivery queries and undertake supplier statement reconciliations
- Post, scan and file invoices and credit notes in preparation fortnightly supplier payment run, if required
- As part of the Finance team, provide support in any areas of finance processing as required.
- Work with the team to resolve aged debtor/creditors

Finance General

- Respond to parent financial queries
- Provide guidance to staff on financial issues
- Ensure that all records are compliant with audit requirements
- Ensure that confidential information is held in line with United Learning and GDPR requirements

Safeguarding

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people

General Responsibilities

- Contribute to the overall ethos / work aims of the Academies
- Partake in daily transition duties and weekly break/lunch duties
- Provide a courteous reception to staff, young people and visitors
- Participate in training and other learning activities as required
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Undertake any other duties as specified by the Principal and the Senior Leadership Team

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria	Evidence
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> GCSE English & Maths Grades A* - C (9 - 4) 		Application Form Interview References Proof of Qualifications
<p><u>Experience:</u></p>	<ul style="list-style-type: none"> Experience of ensuring compliance to policies and procedures Previous experience of working in a school 	Application form Interview References
<p><u>Skills and ability:</u></p> <ul style="list-style-type: none"> Ability to make connection between work done and the benefits to pupils Good general IT skills 	<ul style="list-style-type: none"> Understanding of financial accounts process 	Interview Application Form References
<p><u>Disposition/Attitude:</u></p> <ul style="list-style-type: none"> Good written and verbal communication skills Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests Good interpersonal skills and ability to work with staff and stakeholders at all levels Organised with good attention to detail Ability and willingness to travel regularly to locations within the Cluster 		Interview References
<p><u>Commitment and other requirements:</u></p> <ul style="list-style-type: none"> Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Excellent attendance and time-keeping record. 		Application form Interview References