

Buxton School

JOB DESCRIPTION

Post: Finance Officer

Scale: SOI

Contract: Permanent, 36 hrs per week
52-week contract

Responsible to: Business Director via Office & HR Manager

Purpose of the Post:

1. To operate the computer based and manual financial systems within the school, following the Financial Regulations and agreed procedures.
2. To assist with the provision of financial information to the Business Director and other stakeholders.
3. To assist with the development of an effective financial support service.

Main Duties:

1. To process internal requisition forms using the computerised accounting system to produce official purchase orders, ensuring that orders have been appropriately authorised and are within budgetary limits.
2. To process supplier invoices and credit notes using the computerised accounting system. To secure budget holder certification of invoices prior to payment.
3. To reconcile supplier statements against the computerised accounting system, following up missing invoices, credit notes or queries with budget holders and suppliers.
4. To liaise with suppliers regarding queries, bookings and orders.
5. To collate invoices due for payment for the Business Director on a weekly basis.

6. To administer the weekly BACs payment process for authorisation by nominated staff.
7. To process online orders using the school's charge card. To reconcile monthly statements and produce system reports.
8. To liaise with key school staff to ensure agency staff commitments have supporting purchase orders.
9. To process internal recharges, including reprographics and hospitality costs on a monthly basis. To investigate any significant amounts.
10. To produce and distribute cost centre transaction reports for budget holders on a monthly basis or on request. To liaise with budget holders to address any queries or issues
11. To operate the petty cash imprest system and reimburse staff in accordance with financial regulations. To reconcile petty cash regularly for review and authorisation by the Business Director.
12. To process staff expense claims which exceed the petty cash limit using the computerised accounting system.
13. To process monthly staff duty claims for submission to payroll.
14. To oversee and assist with the collection of monies from students and staff in relation to school trips, collections etc and maintain financial records for these activities. The majority of transactions will be via Parent Pay or other web-based platform.
15. To prepare cash and cheques for banking on a regular basis and at least weekly.
16. To manage stationery resources and photocopying paper for the whole school, placing orders as appropriate, distributing to staff and securing bulk discounts and value for money.

General:

17. To undertake any other reasonable duties as may be required from time to time that are within the level of the post on the direction of the Head Teacher or Business Manager.
18. To understand and comply with the School's Equal Opportunities Policy and Code of Conduct.
19. To uphold and comply with the statutory provision of the health & Safety at Work Act 1974 and any other relevant legislation or council Policies and Procedures relating to health and safety at work.
20. To participate in the annual performance management process and training opportunities offered.