**Job Description: Senior Finance Officer**

**Reports to:** School Business Manager (SBM)

**Start date**: As soon as possible

**Grade:** SO1 (£28,725 to £30,708) 36 hours a week.

**The Role**

To be responsible for the day-to-day financial management of the school, ensuring compliance with the requirements of the Academies Financial Handbook as well as high standards of financial probity, and value for money, within the school.

**Key responsibilities**

## Overall

* To be responsible for the day-to-day financial management of the school.
* To contribute to the achievement of the educational vision for the school.

**Finance**

* To take responsibility for all financial transactions within the school, including purchase orders, invoicing, BACS payments and petty cash.
* To ensure receipt, safekeeping and banking of all money received by the school.
* To co-ordinate the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors.
* To be responsible for monthly bank reconciliations and month end adjustments.
* To ensure timely production and issue of financial reports, cash flow forecasts and returns as required.
* To prepare the monthly management accounts within the agreed timescale, highlighting and analysing variances and taking necessary action, for review by the SBM.
* To prepare monthly budget reports for all budget holders, highlighting issues to the SBM.
* To take responsibility for the school’s accounting procedures, ensuring all are adhered to within the school.
* To prepare and check the monthly payroll file, liaising with the external payroll provider where required.
* To support the SBM in all statutory returns to the EFSA and other agencies within deadlines.
* To support the SBM in allocating annual funding to departments.
* To maintain finance filing systems, ensuring that records are suitable for audit purposes.
* To support the SBM with preparation of the annual budget for approval by the Local Governing Body.
* To support the SBM in the closure of the accounts at the end of the financial year, liaising with auditors as and when required.
* To establish and maintain a comprehensive fixed asset register.
* To ensure that invoices for services are issued in a timely manner.
* To ensure that all income is recouped in a timely manner, including rates rebates from the EFSA
* To coordinate the work of the finance staff, ensuring efficient running of the office and provision of cover as required.

## Purchasing and contracts

* To work with the SBM to achieve the most competitive pricing for goods and services in compliance with current and relevant procurement legislation.
* To work with the SBM to negotiate, manage and monitor contracts, tenders and agreements for the provision of services to the School, to ensure that services are delivered to a high quality and support the operation of the School.
* To work with the SBM, to monitor service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible.

**Line management**

* To line manage the Finance Officer, ensuring the development of effective finance processes and administration.
* To carry out weekly line management meetings and bi-annual performance management meetings.
* To ensure that the Finance Officer receives effective training and support in all relevant areas.

**Other**

* To cover for absent colleagues and undertake other duties commensurate with the grade.
* To support administration and other operations as and when required.
* To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld.
* To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
* To be active in issues of staff and student welfare and support.
* To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To undertake training and development relevant to the post and in line with the School’s priorities.
* To undertake any other professional duties as required, commensurate with the grade

**Person Specification: Senior Finance Officer**

**Qualification Criteria**

* Qualified AAT or part-qualified accountant (ACCA or CIMA)
* Right to work in the UK.

**Knowledge and Experience**

* Experience of financial procedures, including budget monitoring, purchase ledger, accounts receivable and cash handling/security
* Highly developed spreadsheet skills and experience of working with computerised financial systems
* Experience of management information reporting, budgeting and forecasting
* Experience of obtaining best value from suppliers
* Experience of working in a school (desirable)

**Skills and Abilities**

* The ability to work in close harmony with all staff
* The ability to follow instructions accurately, but make sound judgements and lead when required
* Excellent listening, literacy and numeracy skills
* Strong interpersonal, written and oral communication skills
* Highly computer literate, with particular skill in using Microsoft Office and financial databases
* Strong organisational and time-management skills and the ability to delegate appropriately
* Hard working, conscientious and accurate
* Adaptable, flexible and able to work with minimum supervision
* Approachable, calm and caring
* A commitment to the safeguarding and welfare of all students
* The ability to develop positive relationships with all young people
* Confidence and self-motivation
* The ability to work well under pressure
* The ability to be decisive
* High levels of honesty and integrity

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* Current First Aid Certificate or willingness to undertake training is essential
* This post is subject to an enhanced Disclosure and Barring Service check.