

Job Description

The Halley Academy

Position:	Finance Officer
Reporting to:	Finance Manager
Location:	The Halley Academy, Corelli Road, London SE3 8EP
Basis:	Term Time plus 2 weeks (35 hours per week)

Job Summary:

To contribute to the overall objectives of The Halley Academy by ensuring that comprehensive and correct financial information is kept.

Job Purpose:

- Monthly Balance Sheet Reconciliations to include Bank Accounts, Credit Card Transactions, Debtors and Creditors
- Monitoring cash flow of Bank Accounts
- Processing Staff Refunds
- Processing Petty Cash transactions
- Monthly Reconciliations of Trips Income and Expenditure
- Monthly Reconciliation of Budget Holder Reports
- To be able to process purchase and sales ledger transactions onto the accounting system
- To cover absences across the Trust if required
- To undertake other duties as directed by Line Manager

Professional Development:

- To take responsibility for personal professional development.
- To take part, as appropriate, in academy professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere.
- Contribute to the effective running of the academies.

Addendum

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to clarification or amendment at any time after consultation with the holder of the post.