Cumnor House School

Role Profile: Finance Officer (Full-time)

Purpose

We are seeking to appoint a Finance Officer, who will have overall responsibility for the efficient and secure administration of the school's finances on a day to day basis, reporting to and in liaison with the School Business Manager. Previous experience of school finance is essential.

Benefits

- Competitive salary depending upon qualifications and experience
- Free daily hot lunches provided in the School dining hall, including vegetarian options.
- Coffee, tea and supplies for hot drinks supplied throughout the day
- Contributory Pension Scheme
- School fee discount
- Professional development
- 25 days holiday entitlement plus bank holidays
- Exclusive third party discounts

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Accountabilities

Financial

Income:

- Overseeing the matching of receipts with invoices
- Recording non invoiced income against relevant expenditure code
- Counting and banking of any money received
- To ensure reclaims are made for individually funded pupils including processing all claims for nursery funding
- To ensure timely and accurate submissions for Direct Debit collections via online portal
- Monitor debtor accounts and prepare letters to notify them of outstanding invoices in line with company collection procedures
- Dealing with any banking errors notified by the Revenue management team.
- Bank reconciliations for both No 1 and No 2 accounts
- Obtaining extra cash from bank as and when required
- Managing the financial aspect of school trips. Assessing financial viability and managing income and expenditure
- Recording non-invoiced income against relevant income codes

General:

- To provide the Business Manager with information to help with budget monitoring and forecasting as required
- Prepare manual BACS refunds to parents or suppliers
- Assists with processing petty cash in line with school regulations and procedures
- Assist with completion and submission of forms to outside agencies as required, under the direction of the Business Manager
- To use Microsoft packages as required to produce correspondence, spreadsheets and reports
- To raise orders and commitments for stock and services in the absence of colleagues
- Administering and paying relevant Charities collections
- Assisting with all audits and implementing changes required
- Any other job deemed necessary for the smooth running of the Finance Department

Administration:

- Maintaining a welcoming environment and appropriate hospitality for visitors.
- To ensure that the visitors sign in procedure is followed
- Distribute letters and correspondence when required
- To be aware of and ensure confidentiality at all times.
- Liaise with staff and parents to make appointments for meetings
- To handle facility hire enquiries from third parties.

- Assist Senior Leadership Team with bookings for staff CPD
- To cover absence and breaks, if required, for other finance colleagues.
- To raise requisitions, purchase orders and goods Receive deliveries ordered via Purchase Ordering system

Other responsibilities:

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings as required
- To participate in training and other learning activities
- Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.

Person Specification

	Essential	Desirable
Qualifications	• Grade A-C in G.C.S.E English and Maths or equivalent and excellent written communication skills	• First Aid at work
Skills	• Budgetary control • Excellent numeracy skills • Sound organisational skills • Good interpersonal skills • An ability to work autonomously and as part of a team • Ability to keep calm under pressure and meet deadlines • Confident clear telephone skills • Use of SIM's • Excellent data entry skills	• Advanced skills including Microsoft office packages
Experience	• Confident in operating accounting software • Dunning • Experience of working in a similar environment • Developing and maintaining manual and computerised office systems • Able to communicate effectively at all levels • Able to build and develop positive relationships with all staff	• Experience of using Double First
Knowledge	• Understanding of Safeguarding • Sound knowledge of customer services	• Understanding of regulatory compliance requirements • Basic understanding of Preventing Extremism
Personal Qualities	• Ability to act decisively • Professional appearance • Pleasant and friendly manner. • Confident approach to varied situations. • Able to deal with children and adults with tact and sensitivity • Willingness to attend training courses • Outcome focussed, concerned with results • Flexible attitude – as no two days are the same and the workload varies through the school year	

Key Stakeholders:

Internal - Parents, pupils, school staff, School Support Centre
External - Prospective parents, education establishments, local authority

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties

Signed: ……...……..…

Date: …..……..……

Name (Print): ……..