



JOB TITLE: Finance Officer
SALARY/GRADE: Grade 6 (Point 7-11) £10.13 - £10.97 per hour
STATUS: Permanent
WORKING YEAR: Term Time plus 3 weeks

Conditions of service are those specified by the National Joint Council for Local Government Services

Principal Duties and Responsibilities

Finance

- Carry out the day to day financial processes, on the computerised accounting system, which include the following:
 - Generation of purchase orders
 - Processing of purchase invoices
 - Processing of journals
 - Processing of payments
- Managing the School Voluntary Fund, including the maintenance of appropriate accounts e.g. school trips, providing regular reports to the Business Manager, trip leaders and other staff, credit control of accounts.
- Receiving, checking and distributing orders
- Maintaining the petty cash system, issuing cheques and keeping adequate records, ensuring that it is reconciled on a regular basis and claims are processed in a timely manner
- All banking
- Keeping cheque books and paying in books securely and in line with DHMAT retention of documents advice
- Carrying out reconciliations (for example, bank reconciliation), and notify the School Business Manager of any discrepancies promptly
- To research and advise on value for money issues to optimise value and achieve best value for the school
- Checking and banking daily cash receipts for school catering

Responsibilities

- To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (reporting all concerns to an appropriate person)
- To be aware of, and support, diversity, and ensure equal opportunities for all
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend, and participate in, relevant meetings as required
- To participate in training, other learning activities, and performance development, as required
- Collation of orders for PE kit and one-off hoodies for special events
- Assist with the organisation and promotion of the Summer Ball and other school events
- Act as the Data Officer for Ludlow C E School

Other requirements pertaining to the role of Finance Officer

- Must have access to a vehicle as the role requires regular travel to and from the bank, as well as meetings and courses.
- The post holder will be required to carry out any other duties commensurate with the role.

Personal Specification

Finance Officer

Grade 6

		Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs or equivalent, including Maths and English • AAT or Part-qualified Accountant or equivalent financial qualification, or able to demonstrate relevant equivalent experience • NVQ level 2 in administration or equivalent 	✓	<div style="text-align: center;">✓</div> <div style="text-align: center;">✓</div>
Work or relevant experience	<ul style="list-style-type: none"> • Financial experience, including invoice processing and ordering • Maintaining financial records • Bank reconciliations • Banking administration • Experience of financial management systems • Experience of working in an educational setting or other relevant environment • Knowledge of SIMS 	<div style="text-align: center;">✓</div> <div style="text-align: center;">✓</div> <div style="text-align: center;">✓</div> <div style="text-align: center;">✓</div> <div style="text-align: center;">✓</div>	<div style="text-align: center;">✓</div> <div style="text-align: center;">✓</div>

		Essential	Desirable
Knowledge and Understanding	<ul style="list-style-type: none"> Excellent numeracy and literacy skills 	✓	
Skills and Abilities	<ul style="list-style-type: none"> Willingness to participate in training and development opportunities Ability to apply numeric and thorough analytical skills in order to produce accurate, timely and meaningful information 	✓ ✓	
	<ul style="list-style-type: none"> Good level of computer literacy and demonstrable ability to make use of the technology available including Microsoft Word and Excel 	✓	
Personal Qualities	<ul style="list-style-type: none"> Effective communicator – both written and verbal Organisation, time management and prioritisation skills. Friendly and welcoming to all students, staff and visitors Proactive and able to work under own initiative and within a team Flexible, approachable and patient Understands the confidential nature of the post Willingness to undertake a criminal record check 	✓ ✓ ✓ ✓ ✓	
Other Requirements	<ul style="list-style-type: none"> Access to a vehicle 	✓	