



FINANCE OFFICER

Monday to Friday, 8am to 4pm, 52 weeks per year

Salary: £28,000.00 to £32,000.00 per annum, dependent on experience

Reports to: Finance Manager

Key Responsibilities:

The Bursary at King Alfred School comprises of a small team of staff who manage the financial and administrative activities of the school. Each member of the team has their own expertise but are all expected to support each other and where necessary, step in for each other, to enable the smooth running of the Bursary.

Reporting to the Finance Manager, the School now seeks a person to take on the role of Finance Officer.

The key responsibilities of the role are (across the main school and trading company accounts):

- Bank reconciliations
- Post petty cash transactions to the nominal ledger
- Reconcile and post all company card transactions to the nominal ledger
- Setting up of new suppliers
- Reviewing the purchase ledger system for overdue invoice approvals
- Processing staff expense claims
- Raising Internet bank payments and posting them to the nominal ledger
- Raising invoices for the lettings
- Creating and recording interbank transfers
- Maintaining the FX cards
- Administer the general insurance and motor insurance, including claims
- Banking

Whilst this job description outlines the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility can evolve in light of the needs of the school and the professional development of the staff. This job description may therefore be periodically amended after joint review with the post-holder.

Potential for flexible working will be considered.



PERSON SPECIFICATION

In order to fill this role effectively, the ideal candidate will have the following skills and experiences:

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to degree level		Y
EXPERIENCE		
Working in schools		Y
Experience working within a Finance department	Y	
Purchase Ledger and Bank reconciliations	Y	
Intercompany reconciliation		Y
KNOWLEDGE AND SKILLS		
Good IT skills – specifically in excel. Proficiency in MS Office applications and are confident when using digital skills and other applications	Y	
Financial knowledge of budgeting		Y
Knowledge of the education sector		Y
Good written and verbal communication skills	Y	
Knowledge of accounting and administration systems	Y	
Knowledge of PASS/WCBS system		Y
PERSONAL COMPETENCIES AND QUALITIES		
Organisational and prioritisation skills		Y
Good communication skills (written and verbal)		Y
A proactive and collaborative worker with the ability and drive to problem solve and find solutions		Y
Desire to engage in the community and life of the School		Y

We encourage people from all sections of the community to apply and particularly welcome applicants from groups which are currently under-represented in our workforce.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974 All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.