



NEWSTEAD WOOD SCHOOL JOB DESCRIPTION

Position: Finance Officer

Line Manager: School Business Manager

Contract: 39 weeks term time only

Hours: 21 hours per week

Salary Banding: £26.267 FTE (Actual Salary £12,636)

Start Date: Immediate start

Overview

We are seeking to appoint a Finance Officer to assist the School Business Manager in ensuring the efficient operation of the Finance function of the Trust. You will be required to undertake the tasks as outlined in the job description below.

The successful candidate will have:

- Proven financial and administrative experience.
- Flexible attitude and effective communication skills.
- Good time management skills and the ability to prioritise tasks.
- Ability to meet deadlines and work under pressure.
- Ability to work independently.
- Good attention to detail.
- Strong analytical skills.
- Good working knowledge of financial procedures.
- High level of ICT competence in Microsoft Word and Excel.
- Experience with Financial Systems (Access Dimensions) and School Payment Systems (Wisepay).
- Experience of working in a school environment would be an advantage.

Responsibilities include:

Operating the agreed procedures for the maintenance of the school accounting function, including postings and resolution of any problems/discrepancies in line with the Trust Financial policies and procedures.

- Sales Ledger and Lettings administration. To be aware of dates and times of lettings and invoice accordingly. Preparing Lettings Policy Licence Agreement annually.
- Operating and monitoring the Wisepay Online payment system. Creating trips/visits/events, monitor and reconcile payments received. Liaise with staff and/or EVC.
- Liaise with Educational Visits Administrator/Coordinator to ensure approval, costings and payment of School trips in accordance with the Trusts Educational Visits policy.
- Raising Purchase Orders.
- Amazon purchase posting and reconciliation.
- Liaise with school staff, students, parents and external stakeholders.
- Filing and archive maintenance.
- Adhere to the Trust Financial policy and procedures.
- Reconciliation of School Trips attended throughout the academic year.
- Banking and cash collection.
- Any other duties that may be reasonably determined by the Finance Team and/or SBM.

Secondary responsibility – in conjunction with Finance colleague:

- Purchase ledger
- Generating payment runs via BACS.
- Credit Card management. Payment reconciliation and posting to finance system.
- Reconciliation and payment of Charity Fund Raising.
- Operating the agreed procedures for Petty Cash.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Newstead Wood School has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.