



Guilsborough Academy

Guilsborough Multi Academy Trust

Job Description

Post **Finance Officer**
Post Holder
Responsible to **Finance & Operations Director**

Specific Responsibilities:

- To carry out duties and operate the accounts system in accordance with the Academy's financial regulations and procedures.

Responsibilities

1. Oversee the trip finance administration as prepared by the trip organiser and set up and manage individual activity accounts in school financial software. Process of all trip transactions, including preparation of payments, allocating income via parent pay plus resolving queries. Assess viability of education visits and finalise education visits account balances on a timely basis including final closure for year end.
2. Administration of house and charity accounts to include receipt and banking of monies into school fund accounts and letter and payment processing.
3. Finance Officers act as administrators for the parent pay system to include set up of accounts on the instruction from organisers to collect monies for education visits, activities, text books, music fees etc and provide advice and information to both parents and staff to ensure an effective system is maintained and that any queries are dealt with promptly and efficiently. Parent pay changes are reconciled on a weekly basis.
4. Preparation and update of all student pupil premium/LAC/PLAC spend allocations to include purchase order processing and recording transactions of expenditure between school fund and official funds including process of refunds where applicable. Carry out monthly reconciliation of total expenditure to balance with Trial Balance. Compile monthly expenditure reports for the pupil premium lead.
5. Assist the finance team with entering of purchase orders on financial software for goods and services requested from budget holders, matching of accounts payable invoices along with payment run processing. Also dealing with any queries that may arise both internal and external.
6. Check and process accounts receivable invoices and deal with queries as appropriate.
7. Act as Cashier, for all school income received on a daily basis into the finance office, including recording of deposits on the financial systems along with banking duties, issuing receipts, arranging refunds and chasing queries.
8. Raise accounts receivable invoices where income is due to the school, including music tuition fees and other adhoc invoices as directed by the Finance & Operations Director/Assistant Business Manager. Assist with credit control procedures in line with the school income policy.

9. Process month end journals to include transfer of funds for reprographic charges, centralised printing, minibuses and paper charges, catering and other charges as appropriate. Process monthly travel claims in line with payroll cut off dates. Produce and distribute monthly cost centre printout reports to budget managers taken from the FMS accounts package.
10. Carry out monthly checks and reconciliation of the school credit card including checking of all transactions made against orders processed and carry out journal processing into finance system and obtaining authorised signature.
11. Carry out Monthly reconciliation of the petty cash systems, including checking of all transactions made against vouchers processed. Ensuring sufficient cash is available and systems are kept fully up to date. Process of reimbursement cheque to be cashed at the bank to bring the accounts up to the required level.
12. To advise the Finance & Operations Director immediately of any errors made or problems with the operation of the accounting systems including any irregularities/overspends which may result in a risk to the school's finances.
13. To carry out any other reasonable duties as requested in line with duties commensurate with the post.

OTHER DUTIES

The responsibilities and tasks as set out above are not intended to be exhaustive. The post holder is expected to carry out such other related duties commensurate with the post grade that may reasonably be assigned by the Principal. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. The review will be carried out in consultation with the post-holder before any changes are implemented.

Both Finance Officers are full time, full year, and they cover each other's work responsibilities during busy periods and staff leave or absence.

The financial year end runs from 1 September - 31 August, it is therefore required that the Finance Officers work the last week of August and 1st week of September to process official and school fund finances.

This job description will be reviewed annually in order to ensure that it relates to the job performed, or to incorporate any proposed changes.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Ability, Skills and Personal Qualities	<ul style="list-style-type: none"> • Able to use own initiative • Approachable • Flexible attitude • Good inter-personal skills • Well organised with the ability to work under pressure • Good attention to detail • Able to work as part of a team • Able to maintain confidentiality • Effective communication skills, written and verbal 	
Knowledge and Experience	<ul style="list-style-type: none"> • Finance experience of working in a similar role and environment • Familiarity with financial safeguards and processes 	Financial experience in the Education Sector
Education, Qualifications and Training	<ul style="list-style-type: none"> • Good standard of education • Able to use ICT including Word & Excel • Financial software experience 	AAT full or part qualified Knowledge and experience of PS Financials Accounting Systems. Parent Pay knowledge and experience