

Name		Alec Reed Academy
Post No.		
Date drafted	January 2014	
Date reviewed	July 2018	

Job Description



**ALEC REED
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	FINANCE OFFICER
Location/work base	Central Admin Office
Grade	
Reporting to:	The Governing Body through the Principal
Line Manager	Chief Accountant
Posts directly supervised:	
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

The main purpose of the job is to assist the Chief Accountant and Senior Finance Officer with the Payroll and the planning, allocating and using financial resources in a manner which satisfies the requirements of accountability, good governance, value for money and financial control.

To maintain confidentiality of information acquired in the course of undertaking duties for the department and be honest and trustworthy in all your dealings in connection with the job.

SPECIFIC DUTIES AND RESPONSIBILITIES

The responsibilities of the Finance Officer will include aspects of the following:

- To maintain the Academy's computerised accounting systems, Resources 32,000 under the direction of the Chief Accountant including such activities as:
 - Maintain the Purchase & Sales ledger
 - Control debt through monitoring and recovering debt
- Assist with, and take responsibility for:
 - Process all aspects of payroll
 - Prepare and file Teachers Pension Returns, Local Government Pension Returns, Payroll Returns and HRMC & VAT Returns
- Prepare monthly bank reconciliation for all Academy bank accounts
- To administer collection of payments through Parent Pay
- Assist with analysing and accounting for other Academy Businesses (Hospitality Services, Community Sports Centre and Uniform Shop)
- Provide training to staff on the use of Academy's online purchase ordering system and dealing with any queries relating to the web purchase ordering system
- To monitor budgets at departmental level and assist the budget holders with any queries
- Support the Uniform Shop as appropriate
- To be aware of and adhere to ARA's Academy Financial Handbook and Procedures
- To provide good customer service to all stakeholders
- Undertake any other ad hoc tasks requested to meet the needs of the Academy
- Whilst at work, to take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.