

<b>Job Title:</b>	Finance Officer
<b>Work location:</b>	Epsom Cluster (Epsom & Ewell High School)
<b>Reports to:</b>	Business Manager
<b>Salary range:</b>	£21k to £28k pro rata depending on experience
<b>Hours:</b>	30 hours per week worked over 5 days/ 52 weeks per year

### **Job Description**

**Main purpose:** To support the Business Manager to provide effective and efficient management of the Trust's resources.

### **Specific Professional Duties**

All staff at Bourne Education Trust act with honesty and integrity; have strong knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with families in the best interests of their children.

Staff at Bourne Education Trust must have professional regard for the Trust's ethos, policies and practices and maintain high standards in their own attendance and punctuality. They will be good team players who are supportive of colleagues, accessible, keen to share ideas and be a role model in aspects of their practice. They will show flexibility and be keen and willing to take on change and challenge but may need the guidance of a coach or mentor. They will be open and receptive to improvement, show a commitment to their continuing professional development and may be growing in their independence.

### **Liaising with**

Headteacher, trust central team, staff, external agencies, and parents.

### **KEY FUNCTIONS**

- To assist the Business Manager with financial planning, management and reporting
- To prepare monthly accounts and other internal and external reports as required

### **SPECIFIC RESPONSIBILITIES**

**The main responsibilities of the post are to:**

- Maintain the financial records of the school
  - Place and process purchase order
  - Process invoices and ensure that all financial processes are being followed
  - Manage credit card payments and subsequent reconciliations
  - Manage Parent Pay & lettings transactions
  - Produce sales invoices and follow up by monthly monitoring & debt collection processes
  - Process bursary payments
  - Be responsible for reprographics recharges
  - Prepare BACS payments
  - Review purchase and sales ledgers and resolve any related issues

- Monitor and reconcile bank statements
- Maintain petty cash at appropriate levels and ensure that all cash received is banked in a timely, safe and effective manner
- Process all transactions for the school fund and carry out bank reconciliation
- In conjunction with the Business Manager, prepare and monitor budgets
  - present regular budget holder reports to ensure efficient and effective control of income and expenditure
  - prepare cash flow forecasts as required
  - prepare reconciliations of ledger and cost centre codes as required

## **Other**

Support the Business Manager with other reasonable requests.

- Participate in and support the performance management policy
- Promote and safeguard the welfare of children and young people
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Support and organise school functions/ events

## PERSON SPECIFICATION

### 1. Professional Experience, Knowledge and Understanding

#### Essential

- Accounts preparation, budgeting and forecasting experience
- Excellent numeracy and literacy skills
- High organisational skills
- Good ICT skills especially EXCEL
- Ability to manage workload and priorities
- Experience of dealing with highly confidential information
- Knowledge of office support processes
- Good records maintenance skills, including information retrieval
- Ability to handle sensitive & confidential information
- Ability to communicate with all levels of staff in confident, calm and professional manner
- Flexible and adaptable, and able to work using own initiative

#### Desirable

- Accountancy qualification
- Previous experience working within a school
- Knowledge of PSFinancials

### 2. Personal Qualities and Skills

#### Essential

- Has strong interpersonal skills
- Is a good role model for students
- Is energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is patient, optimistic and has a fantastic sense of humour
- Is able to prioritise
- Is able to maintain confidentiality