

TITLE OF POST:	Senior Finance Officer (Barnhill)
GRADE:	Scale 6 Points 26 to 28 Pro Rata Salary APT&C conditions apply
PURPOSE OF POST:	To support the Chief Financial Officer in the efficient execution of all finance office activities To provide a comprehensive procurement service to the school as well as manage the student facing elements of finance, delivering accurate and timely financial information within a strong control environment. The role is based at Barnhill Community High
ORGANISATION RELATIONSHIPS	Chief Financial Officer
HOURS:	36 hours per week, Term time plus training days, with additional 1 week holiday hours (40 weeks)

JOB DESCRIPTION

Responsibilities to include:

Finance Administration

- To record accurately all income/expenditure for the assigned Schools/Ledgers, covering debtors, prepayments, accruals, creditors, journals, monthly reconciliations and inter-departmental transfers.
- Maintain and manage the Parent Pay system, ensuring that it can be used for all trips and any other payments negating the need for cash payments across the School. Ensure the school maximises the use of the functionality. Reconcile all payments at month end and ensure that the cash transactions are correct.
- Responsibility for processing orders such that goods are ordered in line with policy, represent best value, providing tactical information to budget holders to ensure that they do not overspend.
- Liaising with suppliers and budget holders to remedy any issues with orders or deliveries.
- Responsible for payment of sixth form bursaries as approved by the Head of Sixth Form and Head of School.
- Responsible for producing the fortnightly BACS run, ensuring that signatories have the correct information to approve the online payments.
- To oversee the use of School charge cards, ensuring that payments are correctly authorised and that the monthly statement is countersigned by the CEO.
- To make the best use of the finance system, actively running reports and providing information to budget holders, auditors and the wider finance team as appropriate. Working with the Chief Financial Officer to deliver a robust and timely month end process such that budgets can be well managed.
- To prepare the banking of any monies for the assigned School/Ledger, and the counting, allocation and banking of any fundraising efforts by students.
- To prepare invoices as required for all debtors and to monitor subsequent incoming payments. To chase late payments, escalation any issues to the CFO as required.
- To act as the main financial point of contact for the Jack Petchey Scheme, ensuring that nominations are appropriately recorded and returns are supplied in a timely manner.
- Management of school lockers.
- To act as a point of reference for the External Auditors during the annual statutory audit process, ensuring any questions about the areas under the post holder's particular control are answered quickly and accurately.
- To work with assigned schools to ensure accurate fixed asset and inventory registers are kept and that the Chief Financial Officer is notified of any fixed asset purchases or disposal, for the purposes of statutory recording.
- To ensure that finance documentation for the School/Ledger is accurately maintained and that archiving is organised and accessible for Finance team members and external auditors.
- To assist other members of the Finance Team and to undertake such other duties as may reasonably be required from time to time.

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- To receive deliveries to Barnhill School, check them against the delivery note, notify the person who ordered it and distribute accordingly.

General

- To support the school's Equal Opportunities Policy.
- To support the ethos and aims of the school.
- To support all safeguarding procedures. To promote the welfare of students at the school and to act as an appropriate role model for young people.
- To ensure confidentiality is maintained at all times and adhere to the General Data Protection Regulations
- To attend training when requested.
- Undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, or as may be decided by the Chief Financial Officer or Barnhill Head of School in the context of the Trust and school's changing needs.

The Middlesex Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school.