



Finance Team - FINANCE OFFICER
Grade 8, Points 19-24, dependent upon relevant experience & qualifications
£29,277 - £33,024pa full time equivalent
37 hours per week, all year round
(Part time considered – hours to suit)

Responsible To: Chief Finance Officer

The Post

The Finance Officer will act under the direct supervision of the CFO and will have delegated responsibility for some financial matters within the School. The post holder will have considerable dealings with staff, pupils, and members of the public and will need to act with tact, courtesy and sympathy.

Job Description

General

- To comply with all relevant orders and instructions issued either by the ESFA and the Governing Body through the Head Teacher and CFO;
- The post holder is required to be flexible in their approach to work, with a positive attitude and will be expected to deputise for the CFO when necessary;
- The postholder will have accounting experience, preferably in an education environment. Our Accounts platform is Xero.

Accounts

The postholder will share the duties of the post, and specific aspects will be according to the strengths of the candidate, but may include:

- To administer all college bank accounts and perform bank reconciliations;
- Preparation for and banking of all monetary receipts;
- Maintain sales ledger accounts and allocate all income from parents/users/customers;
- To provide information to staff on respective budgets and produce monthly balances for budget holders;
- To raise payments against properly agreed invoices;
- To produce monthly debtors reports and take positive action to recovering all monies outstanding;
- Manage the school's purchase ordering process ensuring compliance with the school's financial procedures and regulations;
- Maintain details of contracts, subscriptions and records of all DD and SO payments;
- Prepare timely journals and bank movements to facilitate cash flow management;
- Calculate and process reprographics and printed journals for each department;
- Facilitate and assist in the visits made by Internal and External Audit;
- Maintain oversight of the Trips accounts;
- Maintain oversight of the Prizes accounts;
- Maintain oversight of the Corporate account;
- Maintain oversight of SEN funding including liaison with other local authorities;

- Execution of payroll, and monthly returns to HMRC and pension bodies;
- Assess and approve requests under the 16-19 Bursary Scheme. Track balances for each student and the main budget;
- Manage the School's assets by maintenance of the School's asset register and inventory.

Specific Responsibilities

- You will be expected to maintain confidentiality and adhere to all college procedures and policies;
- You will be expected to attend staff meetings and training sessions as required;
- The School has a dress code which must be adhered to as a condition of appointment.

A letter of application and completed application, including two referees, should be sent to Mr John Harrison by **midday on Monday 3 June**.

Early applications would be appreciated and informal tours welcome.

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