

Job Title:	Finance Officer
Salary:	GRADE C (SCP 5-6)
Responsible to:	School Finance Lead
Date of Job Description:	January 2021

Purpose of the Role:

- To accurately provide a full range of finance administrative support to the school.

Main Tasks and Responsibilities:

Key duties:

- Undertake a range of financial procedures, including placing orders, invoicing, preparation of bank payments, banking cash, and dealing with supplier issues;
- Responsible for the maintenance and updating of financial systems and records;
- Process orders ensuring correct financial control is applied;
- Management and posting of credit card transactions;
- Undertake reconciliations, for example of bank accounts and of the purchase ledger control account;
- Monitor monthly budgets and advise senior staff on variances;
- Assist Senior Finance Manager with reconciliation and budget queries;
- Highlight any non-compliance with finance regulations with the finance manager.
- Produce a range of financial data and reports for the Senior Leadership Team;
- Receive and record monies from pupils and parents / carers including handling small amounts of cash (eg dinner money, school visits and trips);
- First point of contact for finance enquiries within the academy, from parents, carers, students, staff and suppliers;
- Resolves financial queries e.g. regarding order processing, financial accounts; undertakes analysis of financial records;
- Exchange of information both verbally and in writing with Senior Leadership Team, teachers, other staff, pupils, parents / carers and external suppliers and bodies such as the LA;
- Works from instructions but make minor decisions, such as in resolving supplier issues; serious issues e.g. significant budget variances referred to more senior staff.

Individuals in this role may also:

- Undertake administrative duties, such as reception, filing, and document preparation;
- Process travel and subsistence claims;
- Assist with school lettings;
- Responsible for the selection, ordering and storage of supplies within a small budget.

General Duties

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies

and procedures.

Indicative knowledge, skills and experience:

- Experience of working in a finance role;
- Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances;
- Knowledge / skills equivalent to current National Qualifications Level 3 or equivalent experience.