

Job Description: Finance Officer

Salary Scale: Grade D Scale point 19-23

Hours: 5 days per week, 40 weeks per year.

Line Manager: Finance Manager

SLT link: Business Director

The purpose of this post is to work closely with and under the direction of the Finance Manager and under the guidance of the Business Director, working in line with the School Finance Policy and Academy Financial Handbook to provide an effective, efficient and accountable financial service to the school.

KEY TASKS

Expenditure and purchase ledger

- Process properly authorised requisition forms to raise purchase orders for authorisation by the Finance Manager or Business Director using PS Financials (PSF).
- Obtain budget holder or recipient's authorisation (signature) of invoices and credit notes as goods received and prices correct for payment and enter them onto PSF.
- Prepare BACS payment lists for authorisation by the Finance Manager and Business Director and raise cheques for non-BACS suppliers' payments.
- Process on-line purchases and reconcile monthly the credit card statements.
- Issue payments of properly authorised petty cash claims within the limits laid down by the Governors and reconcile the petty cash weekly. Raise a cheque at least monthly and collect the cash from the bank to reimburse the petty cash tin.
- Input journals to PSF monthly in respect of internal transfers for reprographic recharges, canteen function recharges and other journal transfers as agreed between budget holders.

Income and sales ledger

- Raise sales invoices using PSF and set up payment items on ParentPay.
- Receive and receipt income manually and via ParentPay.
- Cash up and bank all income each week and record the income on PSF for the School Budget Account and on excel spreadsheets for the School Fund Account reconciling the ParentPay reports to PSF.
- Check and input to PSF the weekly sports centre and canteen banking.
- Prepare monthly reconciliations of the school fund account to the bank account.
- Forward student and gym customer payment records to relevant staff as necessary or requested.

Reports and returns

- Raise monthly outstanding purchase order and outstanding GNR reports and investigate and resolve discrepancies.
- Raise monthly aged creditor reports and reconcile creditors' statements against invoices held, investigate discrepancies and report back to Finance Manager.
- Raise monthly aged debtor reports, chase payment of aged debtors and report back to the Finance Manager.
- Raise and distribute monthly budget holder reports to all the Academy budget holders.
- Accurately record the correct VAT code against all transactions in preparation for monthly VAT returns, with a view to undertaking training in completion of VAT returns to support the Finance Manager.

Asset register and inventories.

- Update the asset register spreadsheets monthly with any new requisitions purchased and any authorised disposals and support the preparation of records for the annual audit and departmental inventory checks.

Payroll

- Assist the Finance Manager with safe receipt/holding and filing of payroll claims to support the monthly payroll returns.

General duties.

- Open, sort and date stamp Finance Team mail and print e-mailed documents (invoices, credit notes, statements, remittance advices) daily.
- Report any software or computer problems to IT staff, Finance Manager, PS Financials Support or ParentPay Support as soon as they occur.
- Assist Reception with the identification of the correct recipient for goods delivered.
- Assist the Finance Manager with internal audits each quarter and with year-end audit preparation.
- Respond to enquiries from parents, suppliers, customers and members of staff with regard to school financial matters.
- Respond to additional financial administration tasks when appropriate as requested by the Principal or line manager.
- Attend finance meetings and participate in CPD when appropriate.
- Maintain confidentiality of sensitive information acquired in the course of your duties.
- Adhere to the Academy Policies in particular to minimise financial risk and maximise financial security.