

CROSSHALL INFANT SCHOOL ACADEMY TRUST

POST TITLE:	Accounts and Finance Officer
GRADE:	Grade 6, Point 18 £29,269
HOURS WORKED:	37 Hours - Term Time Plus Professional Days and 2 additional weeks
RESPONSIBLE TO/LINE MANAGER	HEADTEACHER

PURPOSE OF JOB:

To provide the Academy with successful and effective financial support and the administration of all day to day financial transactions. To have oversight of all school financial matters and to ensure such matters are handled in accordance with regulations to a high standard.

MAIN RESPONSIBILITIES:

- Manage bank accounts, reporting difficulties to Headteacher or Senior Management Team, Governors and Members.
- Oversight of bank accounts to maximise interest, (investment, deposit, non-public, public etc.) Liaise with Bank Manager annually regarding this plus a review of service, bank mandates, and signatories.
- Being conversant with the general principle of taxation applicable to the academy and the financial implications of the charitable status of the academy and ensure the academy complies with VAT legislation.
- Being conversant with Company Procedures applicable to a Limited Company.
- Monthly Bank Reconciliations of all accounts.
- Processing payments via BACS against agreed invoices and passing to Headteacher for authorisation. Payment of monthly and annual subscriptions.
- Preparation of End of Year projections for all accounts and monitoring cash flow estimates.
- Monitor Income Accounts to ensure all delegated funds have been received.
- Ensure any additional funding is applied for to maximise the total income for the school - Grants, Capital bids, Community Funds
- Control and monitor Capital Income and Expenditure. Knowledge of School Improvement Plan and three year budgeting.
- Review the Financial Procedures and Manual. Ensure that the school conforms to Financial Management Standards in schools and other statutory regulations.
- Operation and control of Schools Letting policy and completion of relevant paperwork. Recording and invoicing of Lettings. Promote school's premises with the objective of maximising letting income.
- To assist the Office Team, as required, to ensure smooth operation of services to stakeholders.

DUTIES/ACCOUNTABILITY

- Regular liaison with Headteacher and senior staff to provide a timely and effective operation of financial and administrative support in accordance with good financial practice.
- Preparing analysing and presenting information to Headteacher and Finance Committee to monitor the financial performance of the school.
- Reporting online to DFE on a quarterly basis with financial data.
- Obtaining necessary Licenses and Permits, Data Protection Registration.
- Produce monthly accounts to ensure accurate forecasting and highlighting any areas of concern.
- Liaising with relevant staff regarding service contracts and maintenance expenditure, monitoring cost effectiveness of service contracts.

BUDGETS

- Preparation of draft budgets with accountancy advice for Governing Body approval before forwarding to the DFE within the stated timetable.
- To attend budget briefing meetings.
- Liaise with appropriate staff and co-ordinate expenditure on departmental budgets.

SECURITY, RECORDS/AUDITS

- In conjunction with the Headteacher, make decisions in respect of all aspects of finance and security.
- Data stored on the school's network is highly confidential both in respect of pupil records and the school's finances. No individual should have free access to all levels of the school's financial data and perform the complete role in the financial chain. (The Headteacher/Chair of Finance form part of this chain).
- Provide Governors with the information required to carry out Internal Audits.
- Ensure all accounts are prepared for Year End and journals completed. Prepare all relevant documents ready for the annual Audit.
- Access information of the school's performance regarding benchmarking and prepare information for review by the Finance Committee annually.

PAYROLL

- Liaising with HR provider to ensure the effective operation of payroll systems.
- Monitoring payroll information, checking for accuracy and ensuring compliance with pay policy.
- Completing and submitting monthly payroll information for staff and supply.
- Checking and validating payroll reports with payroll provider and reconciling BACs payments.

You are to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

Crosshall Infant school and Crosshall Children's Centre are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.