



HECKMONDWIKE GRAMMAR SCHOOL

HECKMONDWIKE GRAMMAR SCHOOL JOB DESCRIPTION

POST TITLE: Finance Officer

SALARY RANGE: Range 16 (SCP 16-20) (£24,432 - £26,446)

Actual salary (£19,809.47 to £21,442.42) for 30 hours, all year round
Actual salary (£18,045.48 to £19,533.02) for term time plus 3 weeks

WORKING HOURS: 30 hours per week, preferably over 5 days, all year round, or term time only plus 3 weeks.

Working pattern to be agreed.

RESPONSIBLE TO: Assistant Finance Director

Responsibilities of the Finance Officers:

To undertake the day-to-day administration of academy funds (including those for trips and cashless catering) and maintain associated accurate accounting records, ensuring the promotion of an efficient, courteous and professional financial support service.

Main Duties:

1 Purchase & Sales Ledger

- To issue and process purchase orders, matching to delivery notes and purchase invoices.
- Process all approved purchase invoices on the finance system.
- Process regular payment runs for purchase invoices.
- Raise sales invoices as required and chase payment for outstanding sales invoices.
- Follow month end processes and reporting.

2 Cashless System (ParentPay)

- To facilitate duty payments and Free School Meal entitlements as required.
- To assist staff and students with biometric registration.
- To provide students, parents and staff with ParentPay login details.



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- Add various payment requests to ParentPay as requested, and where necessary provide payment list updates to staff.
- To answer students, parents and staff queries regarding ParentPay accounts.
- Send chasing letters to parents with outstanding balances, on an at least a monthly basis.
- To make refunds to parents, i.e. as students leave school.
- To reconcile ParentPay receipts to payments to the Trust, and input Trust receipts onto the finance system accordingly.
- To manage cashless catering system; liaising with provider and resolving any issues.

3 Academy Trust Bank Accounts

- Assist with administration of the on-line banking systems; maintaining electronic cashbook, actioning account transfers where needed. processing electronic bank payments, maintaining up to date payee lists, posting cashbook journals on the finance system and banking cash from fundraising activities.
- Perform monthly bank reconciliations and review unreconciled items.

4 Administration

- Manage petty cash; ensuring floats are available as requested, that any entries are input to the finance system and that the finance system balance reconciles to cash held.
- Assist with 16-19 Bursary fund; collating and reviewing application information and processing monthly payments.
- To assist staff with trips process and maintaining records of student payments.
- Ensure supermarkets cards available for use by subject teams and manage control account.
- Purchase prize vouchers as required and manage any balances held.
- Prepare and process gift aid claims in line with charitable activities.
- Manage bonus ball process.
- Photocopying and filing of documentation.
- Maintain record of keys issued to staff, maintaining up to date records and notifying HR if returns are not made when staff leave.

5 Mini Bus

- Day to day management of mini bus bookings ensuring departmental usage is recorded and recharged if appropriate.
- Responsibility for maintaining an up to date list of eligible drivers and assist those needing to take a mini bus driving assessment or test.
- To ensure insurance documentation is completed and retained in respect of approved drivers.
- Liaise with the site team to ensure the mini bus is serviced, tested and insured as required.



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6 Other Duties

- Any other duties or responsibilities of an equivalent nature as may be determined by the Finance Director from time to time.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.