


Name		Alec Reed Academy Job Description
Post No.		
Date drafted	January 2018	
Date reviewed	April 2024	
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.</p> <p>It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>

MANAGEMENT DETAILS

Job Title	FINANCE OFFICER
Location/work base	Central Admin Office
Hours	36 hours per week, Monday to Friday, year round working
Reporting to:	The Board of Trustees through the Principal & CEO
Line Manager	Chief Accountant
Posts directly supervised:	
Staff or contractors indirectly supervised.	

THE MAIN PURPOSE OF THE JOB

Purpose:

The main purpose of this role is to assist the Chief Accountant and Senior Finance Officer with accounting, payroll, reporting and using financial resources to ensure good governance, value for money and financial control across the Primary and Secondary phases of our although academy.

To maintain confidentiality of information acquired in the course of undertaking duties for the department and be honest and trustworthy in all your dealings in connection with the job.

SPECIFIC DUTIES AND RESPONSIBILITIES

The responsibilities of the Finance Officer will include aspects of the following:

- To maintain the Academy's computerised accounting systems, under the direction of the Chief Accountant including such activities as:
 - Maintain the Purchase & Sales ledger
 - Control debt through monitoring and recovering debt
- Assist with the Payroll and:
 - Process all aspects of payroll
- Prepare monthly bank reconciliation for the Academy bank account
- To administer collection of payments through Parent Pay
- Assist with analysing and accounting for other Academy Businesses (Hospitality Services, Community Sports Centre and Uniform Shop)
- Provide training to staff on the use of Academy's online purchase ordering system and dealing with any queries relating to the web purchase ordering system
- To monitor budgets at departmental level and assist the budget holders with any queries
- To be aware of and adhere to ARA's Academy Financial Handbook and Procedures
- To provide good customer service to all stakeholders
- Undertake any other ad hoc tasks requested to meet the needs of the Academy
- Whilst at work, to take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.