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## Job Description

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### Finance Officer

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**Responsible to:** School Business Manager

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### Summary of Role

As Finance Officer, you will play a vital role in ensuring the smooth and effective financial management of the Academy. You will oversee day-to-day financial processes, maintain robust internal controls, and provide accurate and timely financial information to support decision-making. Working closely with the School Business Manager (SBM), you will contribute to the strategic and operational success of the school by ensuring resources are managed efficiently and transparently. This is a varied and rewarding role, combining hands-on finance administration with opportunities to contribute to wider projects, ensuring best value and strong financial stewardship across the Academy Trust. The main duties and responsibilities of the role are as follows:

### To Support Financial Management & Reporting:

- Maintain accurate financial records in line with the academy's financial procedures and statutory requirements ensuring compliance is maintained with effective internal controls.
- Monitor income and expenditure against budget and forecast.
- Support the SBM to provide clear and timely financial information to the Senior Leadership Team (SLT) and Governors.
- Reconcile bank accounts, charge cards, petty cash, and other payment systems (e.g. ParentPay, Cardnet).
- Prepare and maintain cashflow forecasts to support financial planning and control.
- Support month-end and year-end close processes, including preparation of journals, accruals and prepayments.
- Assist the SBM with audit preparation and respond to audit queries in a timely and professional manner.

## **To Support Procurement & Financial Administration:**

- Raise purchase orders and process supplier payments.
- Be the point of contact with suppliers, placing orders, obtaining competitive quotes, and ensuring best value for money.
- Manage the collection of fees and charges by raising invoices and following up on any outstanding payments.
- Managing physical cash on site ensuring transactions are correctly recorded and amounts are safely stored or banked.
- Support the administration of school lettings.
- Manage funds associated with enrichment activities and trips.
- Function as a point of contact for donations and funding contributions.
- Process 16-19 Bursary requests in line with funding guidance, ensuring accurate record-keeping on Applica and timely payments to students.
- Contribute to projects and initiatives requiring financial oversight.

## **General Support**

- Contribute whole-heartedly to the organisation and running of enrichment activities and to other aspects of school life, drawing on your own interests and enthusiasm.
- Uphold the School's code of conduct and the values of the Academy.
- Maintain good order and discipline amongst pupils and be active in implementing the school's policies on rewards and sanctions.
- Attend staff meetings as required.
- Undertake supervisory duties as required.
- The Principal reserves the right to ask any member of staff to carry out other such duties as may, from time to time, be reasonably assigned, operating within their conditions of service. The job specification does not allocate a particular amount of time to any of the above responsibilities.
- All staff are expected to operate, at all times, within the stated policies and practices of the Academy.

## **Special Conditions**

- Whilst every effort has been made to explain the main duties of the post, not every individual task required to be undertaken by the post holder will be identified.
- The job description is current as at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

## **Safeguarding Children**

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....

## Personal Specification

### Personal Attributes

- Professional, approachable, and highly organised.
- Open, honest, and proactive with a “can do” attitude.
- Committed to the needs of the pupils, parents, and other stakeholders in order to provide an effective service.
- Adaptable and resilient, with a willingness to learn and embrace change.
- Committed to continuous improvement and personal development, keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges.

### Essential Skills & Experience

- Excellent numeracy, attention to detail, and problem-solving skills.
- Proficiency in IT, in particular Microsoft Office.
- Ability to prioritise, manage deadlines, and work both independently and as part of a team.
- Effective communication skills, both written and verbal.
- Ability to communicate financial information clearly to non-financial stakeholders.

### Desirable Attributes

- A background in education or public sector finance settings.
- Financial administration experience working in a busy environment.
- A knowledge of accounting systems such as Access Education Finance.

### Qualifications

- 5 GCSEs including Science, Maths and English.
- A Level/BTec/Level 3 qualification in Maths subject.
- A 2:1 degree in a Finance related field is desirable.