

Finance Officer

Bristol Cathedral Choir School



Job Description

Job Title: Finance Officer

Reporting To: Assistant Head: Business & Operations

Salary: S24 to S28 (£29,777 to £33,144)

Working Pattern: Full Time, all year round (1 FTE).

We will consider Term Time contracts with additional holiday working weeks, for the right candidate; an element of working from home will also be considered.

Hours of Work: 37.5 hours per week, 8am to 4pm

Start Date: As soon as possible

Purpose of the role

The Operations Team plays a crucial role in enabling our teaching and pastoral staff to provide the best outcomes for our students. Positively supporting our colleagues, students and their families will be at the heart of your role.

The Finance Officer is an essential role within the Operations Team; the specific remit of this role is to lead on, maintain and monitor the school's financial processes to ensure an efficient and streamlined finance system, where all expenditure is captured and processed in a timely way, and provides value for money for our school.

Details of the role

Our mission at Bristol Cathedral Choir School is to harness the power of our community, so that we all learn, grow and develop into the best versions of ourselves. This is because at BCCS we are: Gathered together, that all may thrive. We do this by

living out our three core values in all that we say and do. These are: Kindness, Courage and Hope.

You will be required to manage our financial transactions in a timely and accurate manner. Using your eye for detail and approachable demeanour you will assist individuals from across the school community including staff, parents, suppliers and customers, helping to ensure an efficient and smooth-running finance function.

You will help staff at all levels to navigate our financial processes. This role will assist the Assistant Head (Business & Operations) to monitor, report and manage our school budget for the benefit of all our students.

Finance Specific Responsibilities

- Lead, monitor and maintain the school's finance inbox, responding to all queries in a timely manner including, but not limited to, queries from suppliers, customers and staff.
- Raise and process purchase orders for key cost centres to feed through to the central finance team.
- Process GRNs and invoices appropriately and within monthly reporting deadlines, liaising with budget holders in a proactive manner to ensure all authorisations are completed correctly.
- Take overall responsibility for monthly finance deadlines, with due regard to the impact on accuracy of forecasting and the school's overall financial position.
- Liaise with the Assistant Head to help provide accurate monthly forecasting information to SLT, advising on key variances from budget, where appropriate;
- Take ownership of the school's ParentPay account, including reconciliation of receipts to specific events and payment items.
- Process staff overtime claims and expenses claims in a timely manner and in accordance with CST guidance.
- Monthly reconciliation of credit card transactions, including management of purchasing records and chasing up supporting documentation.
- Proactively monitor and chase up SEND related income owed to the school from various sources, maintaining an accurate schedule of receipts for discussion with the SEND team and SLT.
- Oversee all departmental budgets, meeting quarterly with larger departments (such as SEND, Music and Pupil Premium) to ensure cost codes remain in

budget throughout the year.

- Oversee expenditure of key budget elements including utilities, catering, coach bookings and photocopying to identify any areas of potential overspend or efficiency savings.
- Advise on, monitor and review the financing of all school trips. Liaise with the Assistant Head to ensure appropriate costing of trips. Advise trip leaders on the appropriate pupil costs, allocate Pupil Premium grant appropriately and reconcile final trip finances.
- Provide departmental budget holders with ad hoc support in making purchases and providing new supplier documentation.
- Monitor and chase all school debts including lettings, local authority receipts and student debts.
- Maintain a schedule of lettings and work with the school's Site Manager to ensure all potential income is captured. Liaise with the central finance team regarding lettings invoices, rental agreements and collection of money owed.
- Lead on the purchasing of all taxi bookings, uniform, travel and reimbursements.
- Continually review the school's expenditure with a view to identifying potential savings.
- Manage your time and priorities to ensure that key deadlines are met, being unafraid to escalate to the Assistant Head early if any such issues arise.
- Provide the Assistant Head with information required for financial reporting to the local governing body and CST central finance team.
- Undertake further finance duties as directed by the Assistant Head or the CST central finance team.

Administration Responsibilities:

- Work collaboratively within the operational and wider school community to ensure that our administrative processes meet the needs of our staff, students and families, and demonstrate our core values.
- Make and receive telephone calls and emails, take messages and make various communications with staff, Trustees and outside agencies as necessary in a professional, friendly and efficient manner.
- Engage fully in our culture of continual professional development and

coaching.

- Show genuine care and respect for our young people and for everyone who makes up the BCCS community.
- Be mindful of your own wellbeing and that of your colleagues.
- Work to a high level of administrative accuracy.
- Engage in a culture of cross skilling and task support with operational colleagues, to enable us to meet demands flexibly as a team.
- Proactively and constructively raise improvement ideas, and support improvement initiatives.
- Be a professional presence around the school site. Follow, support and model the implementation of the school's behaviour policy.
- Be active in pursuing personal and professional development beyond your immediate role, seeking breadth of knowledge and experience, as well as depth.
- Care for our environments, supporting the collective efforts to create effective and stimulating spaces for learning.
- Be willing to provide additional capacity as a positive and helpful support for the wider administration of the School at key points in the year.
- Be responsible for promoting and safeguarding the welfare of all pupils and young people within the school.
- Uphold and promote the ethos and reputation of the School at all times.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

The role will involve regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties may require the post-holder to attend school events in the evening, as agreed.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main

expectations of the school in relation to the post holder's professional responsibilities and duties.

We particularly encourage applications from under-represented groups, as we seek to ensure our staff body reflects the diversity of our student population.