



## Devonport High School for Boys

### Job Description

**Job Title: Bursary Finance Officer** – Bursary and Business Services

**Location:** Devonport High School for Boys

**Department:** Bursary

**Reports To:** Business Manager,

#### **Job Summary:**

We are looking for a diligent and highly organised individual to join our Bursary team as a Financial Operations Assistant. This role will be responsible for overseeing various financial procedures, including processing payments, invoicing, supporting e-procurement processes, and assisting with budget management. The successful candidate will be a proactive problem-solver with a strong understanding of financial operations, who can contribute to the effective management of financial tasks across the organization.

#### **Key Duties & Responsibilities:**

- **Invoicing and Payment Management:**
  - Oversee the devolved distribution of orders and invoicing, ensuring accuracy and timeliness.
  - Assist with invoice collection and debt recovery procedures, ensuring that overdue payments are followed up promptly.
  - Monitor and input online payments and refunds into the Access Financial system.
  - Administer BACS payments, including preparation of weekly BACS files prior to transfer to HSBC Net.
  
- **Support for E-Procurement and Payments:**
  - Support the Bursary in the development and implementation of e-procurement processes.
  - Manage and administer the conversion of requisitions to orders, and liaise with suppliers to ensure timely order fulfilment.

- **Budget Monitoring & Reporting:**

- Assist with the identification and reporting of budget irregularities, ensuring compliance with financial policies and procedures.
- Reconcile control accounts and support in the preparation of financial reports for internal stakeholders.
- Manage and operate budget holders' accounts, including code mapping and inputting budget data into the Access Finance system.
- Prepare and assist with the creation of budget reports, and assist with the reconciliation of budget holders' reports.

- **Journal Management:**

- Administer internal journal postings, including accruals and prepayments.
- Support the accurate processing of payroll journals, including the reporting of monthly tiered contributions for teaching staff.

- **Administrative Support:**

- Manage the daily administration of the 'bursary' email inbox, responding to inquiries and processing bursary-related requests.
- Run a monthly 'drop-in' session for budget holders to support with queries related to financial processes and budget management.
- Provide support for external audits, working closely with auditors to ensure smooth and efficient processes.

- **Financial Record Keeping:**

- Assist with the archiving and secure retention of financial records to ensure compliance with internal policies and legal requirements.
- Support the administration and monitoring of DHSB Donor Accounts, including updating donor records, performing bank reconciliations, and managing Gift Aid claims.

- **Support for Charitable Initiatives:**

- Provide financial support for charitable collections and initiatives, ensuring appropriate accounting and documentation.

**Qualifications:**

- A qualification in accounting, or business administration is desirable.
- Previous experience in financial operations or business services is highly desirable.
- Strong proficiency with Google Software, Microsoft Excel and financial software such as Access Finance or similar systems.
- Knowledge of BACS payments, e-procurement processes, and document imaging systems is advantageous.
- Excellent attention to detail and accuracy in managing financial transactions and record-keeping.
- Ability to manage multiple tasks and deadlines efficiently.
- Strong communication skills to liaise effectively with both internal and external stakeholders.
- Ability to work both independently and as part of a team.
- Understanding of financial regulations and procedures is a plus.

**Working Conditions:**

- Part time, office-based role, term time only.
- Opportunity for professional development within the financial services field.

**Application Process:**

Interested candidates should submit the application form, outlining their suitability and experience related to the role.