

GLF Schools Job Description

Job Title	Regional Finance Officer	Job Reference	RG02024
Grade	Specialist	Salary	Specialist
Location	Either de Stafford School (Caterham) OR Southgate Primary School (Crawley)	Travel required	May be required if working across more than one schools
Core purpose			
<p>To provide financial transactional and administration support to the schools within the region.</p> <p>To support the Finance Manager/Senior Finance Manager in the production of monthly reporting packs</p> <p>To work as part of the regional finance team delivering an expert service to the schools within the region.</p>			
Main Duties			
<ul style="list-style-type: none"> • Support in the delivery of regional monthly financial reports & KPI monitoring for school leaders and the central finance team • To be responsible for all transactional posting except purchase ledger • To process nominal postings and assist in control account reconciliations • To assist in IMP input & monthly salary checks • To assist in income management, control and monitoring, including school trips, lettings, nursery and before/after school club income • To work as part of the regional finance team to fulfil your duties, liaising closely with school-based colleagues as required • To support school administration teams with information as required to facilitate communications with parents and carers • To undertake other tasks commensurate with grade of the role, under the guidance of the Regional Finance Manager 			
Accountability			
<ul style="list-style-type: none"> • Accountable to Regional Finance Manager/Senior Regional Finance Manager • GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. 			

Safeguarding
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion