

Job Description: Finance Officer



Post Details

School: Poole High School
Post type: Support Staff
Grade: 6
Responsible to: School Finance Manager

Main Purpose

To support the School Finance Manager in the day to day running of the school finance officer. Support in managing financial transactions for the school to ensure legal compliance and effective governance. The post-holder will be expected to apply a consistent approach to key daily and monthly tasks.

Main Duties and Responsibilities

Operational Finance Tasks

- Management of bank accounts & petty cash, including posting ledger transactions and reconciling regularly
- Management of purchase ledger
- Posting of transactions onto accounting ledger
- Process all ordering, in line with MAT policies
- Preparation of supplier payments
- Preparation of all invoicing
- Managing group email inboxes
- Setting up and monitoring payments through online system for extra-curricular activities and trips

Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence	Inclusiveness
Professionalism	Positivity
Humility	Community-mindedness
Championing change	Being collaborative

Qualifications, Knowledge, Skills and Attributes

Essential

- A-C GCSE Maths & English, or equivalent qualifications/grades
- Ability to work independently, demonstrating initiative
- Ability to reconcile priorities, work to tight deadlines and problem solve
- Excellent interpersonal skills
- Previous accounting experience
- Proficient with Microsoft Office

Desirable

- Knowledge of Planergy and Xero
- Experience of working in a school
- Knowledge of Arbor Management Information System

Notes

- This job description may be amended at any time in consultation with the post-holder.

Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).