**Trinity School, Sevenoaks**

**Finance Officer Job description & Person Specification**

Job Title: Finance Officer

 Responsible to: Finance Manager

 Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Role Purpose**

The Finance Officer will be responsible for supporting the Finance Manager in the efficient and professional running of the Finance department. The Finance Officer reports to the Finance Manager and has responsibility for the following areas; preparation for month end, processing invoices and purchase orders and reconciling a range of financial transitions including supplier accounts.

**Main Responsibilities**

* Under the guidance of the Finance Manager, be responsible for undertaking financial processes within the school.
* Input monthly journals as required.
* Input bank statements to ensure bank reconciliation can be prepared monthly.
* Monitor the finance inputs and ensure they are up to date, including at times processing invoices, manage direct debits and BACS payments.
* Provide support for school fund trips and events and complete payment entries when required.
* Investigate Aged Creditors and Debtors on a monthly basis, reconcile supplier statements and follow up any queries.
* Check and process staff expenses and prepare payment via BACS.
* Reconciliation of all governments’ grants received on a monthly basis, including ESFA GAG, Pupil Premium, and Pupil Premium Plus.
* Assist with the preparation of the School monthly management accounts.
* Assist the Finance Manager with the year end, audits, budget preparation and monthly monitoring.
* Maintain all hard copy files/records for Finance and archive all previous financial year files on a yearly basis.
* Prepare and submit VAT 126 claim.
* Deal with correspondence promptly and as required.
* Comply with the School’s Financial Procedures to ensure the integrity of our processes.
* Manage any financial assistance claims and obtain approval for claims from Finance Manager.
* Prepare and process invoices and other income including SEC.

**Other**

* To work flexibly to meet agreed deadlines and targets, as and when required.
* To deal with highly sensitive information in a strictly confidential and professional manner,

monitoring progress of follow-up action to ensure all items are dealt with and completed

satisfactorily

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support diversity and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section
* Undertake main reception duties, answering routine telephone and face-to-face enquiries and signing in visitors when required to cover for absence and daily lunch break

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * 4 GCSES (or equivalent) A\*-C including English and Mathematics/Grade 9 to 5
 | * Level 3 AAT or equivalent
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| **Experience** | * Experience of working with financial software systems in a busy finance environment
* Experience of clerical administrative work
* Possess professional integrity
 | * Previous experience in a free school or academy
* Experience of using PS Financials software
* Experience of producing financial reports, budgets and other financial information
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| **Knowledge** | * Demonstrate knowledge and understanding of control account reconciliations and basic double entry bookkeeping
* Experience of financial procedures
* Knowledge of safeguarding requirements for working with children
 | * Working knowledge of PS Financials
* Knowledge of Parent Pay
* Knowledge of SIMS
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| **Skills** | * Proficient with working with I.T including Microsoft packages, such as Outlook, Word and Excel
* Demonstrate the ability to prioritise your own workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail
* Demonstrate significant numerical ability and accurate data entry skills
* Be able to communicate confidently and effectively, in varied situations, using a range of methods
* The ability to respond effectively to challenges
* Willingness to take part in additional training when the acquisition of new skills is required
 | * Ability to use a range of finance/school specific packages
* Ability to gather, analyse and evaluate financial data accurately to produce management and information reports.
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| **General/****Personal Qualities** | * Smart, business-like, professional appearance, conduct and timekeeping
* Ability to work as part of a team and adapt well to change
* Ability to communicate effectively with non-financial staff and external suppliers
* Self-motivated
* Initiative
* Be resilient, forward thinking and proactive
* Ability to contribute greatly to the wider life of the School
* Driven with a desire to improve systems within a specialism
* Strives for excellence in every aspect of school life
* Understanding the need to convey the professional image and ethos of the school
* Maintain confidentiality and work with discretion at all times
* Conscientious and reliable
* Determination and perseverance
* Enthusiasm
* Patience
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Signed: ……………………………………………… Employee: ………………………………….