

The Ecclesbourne School

Learning Together for the Future



JOB DESCRIPTION FINANCE OFFICER

Post title: Finance officer
 Responsible to: Chief Financial Officer
 Salary: NJC Points 12 to 15
 Hours: 37 hours per week for 52 weeks per year

CORE RESPONSIBILITIES

1. To support the smooth running of the School by delivering an effective and efficient finance service to students, staff, parents and all associated with the School.
2. To support the professional development and review process of your role, in your work-related areas, through annual Personal Reviews and a willingness to expand your knowledge and skills by attending relevant professional development.

Duties (to include):

- Prepare the VAT 126 submittal reports for HMRC.
- Liaise with external service providers to investigate and promote ways of improving financial efficiency.
- Liaise with students, staff, parents, third party suppliers and all associated with the School, including dealing with telephone and email queries.
- Maintain accounts for individual cost centres, ensuring that budget holders have access to the finance system to view their cost centre reports.
- Undertake monthly commercial card reconciliations.
- Use a variety of software packages to produce/maintain correspondence, documents, presentations, spreadsheets, databases and reports.
- Oversee the raising/printing of orders centrally for the School
- Be responsible for school inventory/labeling and writing off goods when necessary, and collating fixed asset register
- Oversee the collection and counting of money and complete any necessary banking forms.
- Undertake year-end financial procedures in readiness for audit, including uploading information for the auditors.
- Create and maintain office filing systems.
- Use the School's information management system to maintain, update and archive financial data.
- Organise and store paperwork, documents and computer-based information.
- Use information systems to prepare reports and statistics for internal and external use.
- Maintain and update any future information systems, including archiving arrangements.
- Oversee the billing reprographics and charging appropriate cost centres.
- Oversee cost centre recharges.
- Process invoices for authorisation and payment.
- Be responsible for finance related trips administration.
- Take responsibility for any activities related to the financial function of the school as required by the Head Teacher or Governing Body.

Name.....

Signature..... Date.....

Other Duties

- 1 To positively promote the good name of the School and actively support its aims.
- 2 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 3 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- 4 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 5 To support the examination process of the School in any way necessary, including invigilation duties.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Name.....

Signature..... Date.....