

JOB DESCRIPTION

Finance Officer - The Minster School

Salary and Hours

Salary: NJC Salary Scale – Grade 4 – Scale Point 8 to 14
Salary will be pro-rated based on the number of hours and weeks worked per year.

Hours: **26.5 hours per week**
Term Time Only + 3 weeks

Daily Direction from: **School Business Manager**

All Support Staff are managed overall by the School Business Manager

Job Description

The Finance Officer will be required to support the School Business Manager to provide a comprehensive and efficient finance service for the Minster school. The post holder will complete the day-to-day tasks in the finance office with high attention to detail and accuracy as well as assisting with any duties and responsibilities that may be delegated by the Business Manager, with a willingness to adapt working practices to meet changing organisational needs and circumstances. You will also be required to be punctual with excellent attendance, time management and self-management skills and a troubleshooting attitude is essential.

Specific duties and responsibilities

Main responsibilities;

- Requisitioning of goods, processing of invoices and communicating with Suppliers
- Preparing Supplier payment runs for the Business Managers approval
- Processing accounts receivable and payable transactions
- Monitoring budgetary expenditure
- Assisting the Business Manager in month/year end procedures and Audits.
- Processing daily bank receipts and payments
- Maintaining the lettings diary including taking bookings, liaising internally and externally.
- Acting as first point of contact for all account queries responding in a professional, timely and effective manner
- Accurately recording/inputting information on SIMS and ParentMail
- Maintaining and updating data on spreadsheets as and when required
- Assisting with the management of debt including the reconciliation of fees and charges, liaising directly with debtors when necessary



- Assisting in the recording of data relating to trips including receipting, payments, costing and reconciling
- Assisting in banking of cheques when requested
- Inputting journals as directed by the Business Manager
- Reconciling of accounts as required
- Ensuring all documentation is maintained in-line with the Finance Policy and Audit requirements
- Assisting with other finance and general admin duties as required

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Member of Staff

Date: _____

Signed: _____ Head Teacher

Date: _____