



NAME OF EMPLOYEE	TBC
SALARY	Grade C3/C4

JOB DESCRIPTION – effective from date of agreement

1.0 JOB TITLE Senior Finance Officer

2.0 JOB PURPOSE

- 2.1 To assist the Business Management & Operations Officer in the provision of an efficient, reliable, compliant and quality finance service to the school.
- 2.2 To ensure that all administration in the area of Finance is effectively managed.
- 2.3 To provide administrative support to the school staff.
- 2.4 To maintain high standards in all areas of work.
- 2.5 To support the ethos, aims and objectives of the school.

3.0 DUTIES AND RESPONSIBILITIES

- 3.1 To be responsible for the administration in the areas of Finance, including but not limited to:
 - 3.1.1 To take delivery of orders, verify against official order and direct to budget holders for checking, processing delivery notes following authorisation.
 - 3.1.2 To create new and amend existing supplier details in the finance system.
 - 3.1.3 To process supplier invoices for payment, including liaising with budget holders and suppliers over queries.
 - 3.1.4 Prepare payment runs via BACS and cheques and ensure supplier bank details are correct.
 - 3.1.5 To check supplier statements and resolve any queries.
 - 3.1.6 To create sales invoices to recover monies from other organisations as directed.
 - 3.1.7 To prepare money for banking.
- 3.2 To manage the school's petty cash account e.g. writing cheques and collection from bank
- 3.3 To administer the Debtor Management in accordance with the Debtor policy.
- 3.4 To apply the principles of best value, reviewing order placed and sourcing alternative suppliers as required.
- 3.5 To maintain manual and computerised record and/or system, ensuring an audit trail exists for all aspects of financial work

- 3.6 To support the Business Management & Operations Officer by assisting with the external and internal audit process.
- 3.7 To support the budget monitoring process, including but not limited to:
 - 3.7.1 Responding to queries from budget holder as and when required.
 - 3.7.2 Reviewing departmental expenditure and reporting to the Business Management & Operations Officer.
 - 3.7.3 Producing income and expenditure information as required.
 - 3.7.4 Monitoring the educational visits budget and reporting to the Business Management & Operations Officer.
- 3.8 To be responsible for the administration and recovery of short-term loans to pupils; e.g. bus fares, school meals.
- 3.9 To support the school's Pastoral function by sourcing, purchasing, distributing and monitoring items bought to support pupils.
- 3.10 To understand requirements for compliance with the Academies Trust Handbook and the School's Financial Regulations.
- 3.11 To assist the Business Management & Operations Officer in compliance with school, audit, Internal scrutiny, DfE and ESFA requirements.
- 3.12 To assist the Business Management & Operations Officer with the school's finance system as required.
- 3.13 To assist the Business Management & Operations Officer in preparing the financial information for month and year end.
- 3.14 To support the school's first aid function as a registered first aider and supporting pupils with specific medical conditions; e.g., diabetes.
- 3.15 To assist in staffing the school's reception and switchboard, providing a welcoming service to visitors.
- 3.16 To have involvement in all the general administrative services provided by the Administrative team e.g. reprographics, mailings to parents etc

4.0 GENERAL

- 4.1 Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, and data protection.
- 4.2 Participate in training, the appraisal process, meetings and other learning/development activities as required.
- 4.3 To adhere to the ethos of the school
 - 4.3.1 To promote the agreed vision and aims of the school
 - 4.3.2 To set an example of personal integrity and professionalism
- 4.4 To undertake any reasonable task requested by the Headteacher.
- 4.5 Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.

5.0 SUPERVISION

5.1 SUPERVISING OFFICER
Business Management & Operations Officer

5.2 LEVEL OF SUPERVISION
Plan own work to ensure the meeting of defined objectives

6.0 LINE MANAGEMENT RESPONSIBILITIES

N/A

7.0 REVIEW AND AMENDMENT

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

8.0 COMPLAINTS

If following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

Job Description issued by
after consultation

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
