Job Description: Senior Finance Officer

Post Details

School/setting: Poole High School or Twynham TGS
Post type: Support Staff
Grade/Pay Level: Grade 8
Responsible to: School Finance Manager

Main Purpose

To support the School Finance Manager in the day to day running of the school finance office and to deputise for them when they are not on site. Senior support in managing financial transactions for the school to ensure legal compliance and effective governance. To own a number of Financial Initiatives on behalf of the School Finance Manager.

Duties and Responsibilities

- To deputise for the School Finance Manager when they are not available
- Own specific financial management initiatives on behalf of the School Finance Manager
- To act as a centre of excellence for processes and practices within the financial department
- Provide training and guidance and oversight for Finance Officer(s) and Finance Assistant(s)
- To be responsible for execution of Twynham Learning's finance policies
- Manage bank accounts and petty cash, including posting ledger transactions and reconciling regularly
- Assist the Finance Manager with the preparation of month end reports e.g. variance analysis
- Review month end reconciliation including aged payables and aged receivables
- LAC pupil premium monitoring and reporting
- Manage the purchase ledger
- Posting of transactions onto accounting ledger
- Liaise with budget holders and resolve budget queries
- 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
- Support with implementation of any new finance system/IT platforms/ways of working

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 Required

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 postholder.

Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our Twynham Learning Glossary.