



ST EDMUND'S CATHOLIC SCHOOL

JOB DESCRIPTION



JOB TITLE: Support Officer (Finance)

REPORTS TO: School Business Manager

GRADE: Pay band 5 (FTE £27,267 / Pro-Rata £16,404)

SUPERVISES: Not Applicable

WORKING HOURS: 9am – 2pm (Mon-Fri), 25 hours per week,
Term Time Only (+ 1 week in summer)

JOB PURPOSE

To record all financial transactions, collect and process monies received from pupils. Assist in the control of the financial administration of the School.

Work under own initiative to ensure workload is prioritised and efficiently completed.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Appraisal and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

- Collect, bank and account for monies. Organise the timely processing and settlement of invoices and maintain financial accounts.
- Ensure that all income and expenditure is accounted for and is recorded in the appropriate allocation.
- Produce financial reports, including all accounts, under the direction of the Assistant Finance Manager.
- Process requisitions and orders, ensuring proper financial control of the purchasing process in accordance with agreed procedures.
- When required purchase items using the school purchasing card ensuring financial procedures are followed and purchases correctly coded and fully reconciled.
- To be the first point of contact for the finance email responding to all emails in a professional and timely manner and to answer and direct financial related telephone enquiries from staff, pupils, parents/carers and the general public.
- To organise the timely processing and settlement of invoices and to check payment of invoices against monthly statements from suppliers.
- To check monthly pay claims from staff and to arrange to timely submission to the Portsmouth City Council payroll team.
- To prepare and send monthly invoices in a professional and timely manner to the external lettings of the school.
- Provide financial administrative support, e.g. photocopying, filing and word processing ensuring accuracy and confidentiality at all times.
- Maintain accounts in accordance with sound financial practices, which meet the requirements of the School and the Portsmouth City Council Internal Audit Team.
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra-curricular activities, e.g. open days which are usually held on a Saturday at the end of September/early October and transition evenings.
- Provide additional support for reprographics and administration when required.