**Name:**

**Job Description: BCAT Trips and Finance Officer**

**Grade:** BCAT 6

**Employed for:** 20 hours per week, all year round contract.

**Hours:** 9am to 1pm Monday to Friday

**Professional Relationships:**

**Responsible to:** Chief Finance Officer

**Purpose:** The BCAT Central Team promotes the highest standards of business ethos within the administrative function of the Trust and strategically ensures the most effective use of resources in support of the Trust learning objectives.

**Person Specification**

Essential Skills

* Excellent communication and customer service skills
* Excellent ICT skills including Word, Excel, Outlook, MS Teams and MIS system
* High level of professionalism and ability to recognise and maintain confidentiality
* Good interpersonal skills
* Work under pressure to meet deadlines and be able to prioritise workload
* Good organisation skills
* Ability to use initiative
* Flexibility

Desirable

* Experience of working in school/school finance department
* Trip or Event Management
* Experience using Bromcom
* Experience in varied administration work
* Experience using PS Financials and Purchasing

**All members of staff have a responsibility to:**

* To provide a safe environment in which children can learn.
* Be prepared to identify children who may benefit from early help.
* To understand the early help process and their role in it.
* To understand the schools safeguarding policies and systems.
* To undertake regular and appropriate training which is regularly updated.
* Be aware of the process of making referrals to children’s social care and statutory assessment under the Children Act 1989.
* Know what to do if a child tells them that he or she is being abused or neglected.
* Know how to maintain an appropriate level of confidentiality.
* Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

**Job Description**

The Trips and Finance Officer is responsible for supporting trip organisers and EVC’s in planning day and overnight trips across all three schools within the Trust as well as supporting the CFO in managing the day-to-day operations within the finance team.

The role is varied and requires someone who can manage their workload effectively. They are responsible for ensuring that they complete tasks accurately and within the deadlines set in order that trips are well organised and run at zero cost to the school and that the CFO can produce the monthly monitoring reports for the CEO/Executive Headteacher, Trustees and Headteachers in a timely manner.

The specific tasks and actions of the role are listed below.

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| --- | --- |
| **Accountabilities** | **Indicative tasks/actions** |
| **Trip management and reconciliation** | Trip management and reconciliation tasks including:  Support trip organisers and the EVC in providing them with full costings for each trip and advising trip organisers of the Trust’s trip process.  Obtain quotes and book venue and travel arrangements for all Trips across the Trust as required.  Create the trip on Bromcom once all relevant paperwork has been agreed and signed off in line with Trust approval levels.  Process all income received from pupils on the Bromcom System and post accordingly into PS Financials.  Chase parents for any missing / late payments towards trips; sending reports to trip leaders as required.  Ensure that all Trip Accounts are balanced down in a timely manner; reporting over or underspends to the Trip Leader.  Reconcile the trip control account on a monthly basis.  Support Trip Leaders with arrangements for such things as foreign currency.  Providing trip organisers with final details a week before trip date.  Be point of contact between parents and school in managing trip queries and payments. |
| **Procurement** | Ensure adequate training for Budget Holders on the purchasing portal for online ordering and goods receipting.  Raise orders on the system for departments where Budget Holders don’t yet have access to raise themselves.  Process orders and purchase invoices.  Make purchases for items needed on the Trusts’ Government Procurement Cards as required and record accurately and timely on PS Financials.  Record VAT numbers against new suppliers and when purchases are made on the Trusts’ Government Procurement Cards.  Set up new suppliers on the finance system as required; ensuring checks are made and all details are completed accurately.  Review outstanding commitments and requisitions weekly; ensuring any that needing cancelling are done so in a timely manner.  Reviewing weekly Payments Runs before sending to EHT/CFO for approval. |
| **Finance** | Ensure that all the daily and month end tasks listed on the ‘BCAT month end checklist’ are completed by deadline dates |
| **Cash Management** | Ensure that any cash collected within Schools is accurately banked and stored securely.  Post these transactions on the finance system in a timely manner.  Ensure cash balances do not exceed insurance levels and are banked safely as required.  Ensure monthly count of petty cash and reconciliation agrees back to the finance system.  Reconcile paying in slip control accounts on the finance system at least monthly, to ensure banking agrees to the system.  Manage requests for cash and foreign currency for events and trips to ensure is available as required and managed securely.  Take payments over the phone or when pupils come into the finance office. |
| **Other** | Be responsible for answering telephone calls into the finance office and managing the finance email inbox.  Support the schools and parents with financial enquiries as required. |

The post holder is also required to carry out any out any other duties commensurate with the role, to ensure that smooth running of the department. This could entail covering the roles normally carried out by another colleague within the department if that colleague is absent for a period of time.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Chief Finance Officer.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher the other.

Signed: ………………………………………… Date………………………..……