

Name:

Job Description: **BCAT Finance Officer**

Grade: BCAT 7

Employed for: 37 hours per week, All Year Round (AYR) Contract
(possible part time if requested – 4 days per week AYR)

Hours: 8am to 4pm Monday to Thursday, 8am to 3:30pm Friday.
30 mins unpaid break per day

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

- AAT Qualification
- Experience of working in school/school finance department
- Experience of PS Financials software
- Experience using Bromcom

Job Description

The Finance Officer is responsible for supporting the CFO in managing the day-to-day operations within the Finance Team and managing the duties undertaken by the Finance Assistant. The finance function is centralised, providing payroll and finance services to the three schools it serves.

The role is varied and requires someone who can manage their workload and the workload of the team effectively. They are responsible for ensuring that they and the team completes tasks accurately and within the deadlines set in order 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.

Accountabilities	Indicative tasks/actions
Bank Reconciliations	<p>Importing bank statements daily into PS Financials. Post income received and direct debit payments in a timely manner.</p> <p>Run the bank reconciliation report on PS Financials and ensure all items are reconciled / outstanding items are all relevant / bank statement balance agrees / reconciled balance agrees to the trial balance</p> <p>Prepare the bank reconciliation and bank statement for CFO review and save in the monthly management accounts folder.</p>
Finance	<p>Ensure that all the daily and month end tasks listed on the 'BCAT Month End checklist' are completed by deadline dates.</p> <p>Updating the working budget (IFP) with actuals on a monthly basis.</p>
Bank	<p>Act as the second signatory to the Academy Business Teams for making amendments to the bank signatories and online approval, ensuring approval by either the CFO or Executive Headteacher.</p> <p>Be vigilant of potential fraudulent activities; advising the CFO and Executive Headteacher in a timely manner if any are suspected or uncovered. Work with the bank to reclaim any losses as soon as possible.</p>
Cash Management	<p>Ensure that any cash collected within Schools is accurately banked and stored securely.</p> <p>Post these transactions on the finance system in a timely manner.</p> <p>Ensure cash balances do not exceed insurance levels and are banked safely as required.</p> <p>Ensure monthly count of petty cash and reconciliation agrees back to the finance system.</p> <p>Reconcile paying in slip control accounts on the finance system at least monthly, to ensure banking agrees to the system.</p> <p>Manage requests for cash and foreign currency for events and trips to ensure is available as required and managed securely.</p> <p>Take payments over the phone or when pupils come into the finance office.</p>
Procurement	<p>Ensure adequate training for Budget Holders on the purchasing portal for online ordering and goods receipting.</p> <p>Raise orders on the system for departments where Budget Holders don't yet have access to raise themselves in the absence of the Trust Finance Officer.</p> <p>Support the Trust Finance Assistant with processing orders and purchase invoices.</p>

	<p>Make purchases for items needed on the Trusts' Government Procurement Cards as required and record accurately and timely on PS Financials.</p> <p>Record VAT numbers against new suppliers and when purchases are made on the Trusts' Government Procurement Cards.</p> <p>Set up new suppliers on the finance system as required; ensuring checks are made and all details are completed accurately.</p> <p>Review outstanding commitments and requisitions weekly; ensuring any that needing cancelling are done so in a timely manner.</p> <p>Reviewing weekly Payments Runs before sending to EHT/CFO for approval.</p>
Government Procurement Card Administration	<p>Process all procurement card transactions; ensuring the relevant paperwork is obtained from the budget holders in a timely manner and filed accordingly.</p> <p>Ensure card holders are updated for any starters, leavers or changes.</p> <p>Regularly review limits of card holders and the appropriateness of these.</p> <p>Reconcile the government procurement cards on the system ensuring that all transactions have the correct paperwork.</p> <p>Report any missing paperwork to the CFO.</p>
Sixth Form Bursary	<p>Review new applications for Sixth Form Bursary funding each year and when in-year applications are received.</p> <p>Support families and pupils with Sixth Form Bursary payments, advising on eligibility and keeping an up-to-date record of payments made.</p>
VAT return	<p>Prepare monthly VAT returns on PS Financials.</p> <p>Review the VAT126 report from PS Financials, ensuring it agrees to the system, all information is completed and only bona fide VAT is reclaimed.</p> <p>Submit the return to HMRC monthly.</p> <p>Ensure any adjustments to amounts claimed are posted and reconciled on PS Financials.</p>
Other	<p>Be responsible for answering telephone calls into the finance office and managing the finance email inbox.</p> <p>Ensure that monthly budget holder reports are sent to all budget holders across the Trust; flagging any near overspends to both the budget holder and the relevant Headteacher.</p> <p>To support the CFO with Internal and External Audit requirements in a timely manner</p> <p>Support the Payroll Officer during busy periods and cover during times of absence.</p>

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of support staff effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

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.

The post holder is also required to carry 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 CEO/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 CEO/Executive Headteacher the other.

Signed:

Date.....