

JOB DESCRIPTION

POST:	FINANCE OFFICER
SALARY:	£15,388 - £16,455 (NJC POINTS 7 - 11)
CONTRACTED HOURS:	PART TIME, 25 HOURS PER WEEK, 41 WORKING WEEKS, MONDAY – FRIDAY 9.30 am – 3.00 pm
REPORT TO:	BUSINESS MANAGER & FINANCE MANAGER

Job Description:

Principal responsibility: To assist the Finance Manager in the provision and maintenance of the Academy's financial and accounting support service, within the overall legal and regulatory framework and in accordance with Peninsula Multi Academy trust policies and procedures.

1. Management of resources and administration

- a. Process orders using the Academy's financial system, Civica or online in accordance with agreed financial procedures and audit requirements.
- b. Process orders for services to the Academy ensuring 'best value for money'.
- c. Manage incoming deliveries ensuring Goods Received Notes (GRN) are posted on the system and ensuring all invoices are stamped, scanned and passed to the Finance Manager for processing as appropriate.
- d. In conjunction with the Finance Manager, monitor and review supplier statements ensuring that any outstanding invoices still to be paid and not in the system are requested.
- e. Actively seek opportunities for cost-improvements and ensure 'value for money' is at the core of all financial activities
- f. Update supplier and customer ledgers as required.
- g. Manage the booking of school transport and school mobiles for residential trips and D of E expeditions as appropriate.
- h. Undertake weekly banking of school lettings, music tuition, trips, charity/fund raising and other miscellaneous income for the main account and school fund, ensuring that parent pay remains up to date.
- i. To ensure that the school fund, AWP and Reserve Fund accounts are reconciled in line with all transactions undertaken, on a monthly basis, and that they are counter signed by the Finance Manager to confirm balances.
- j. To reconcile and prepare a monthly spreadsheet outlining all transactions relating to use of the school credit card, ensuring that the Finance Manager can post all entries onto Civica the school finance management system before the bank statement is received.
- k. Manage the Academy's petty cash system within the Academy's policies and procedures ensuring transactions are entered correctly on Civica, cash is prepared on a timely basis and signed for by the claimant, receipts are attached, VAT is dealt with consistently and that monthly reconciliations are undertaken and approved by the Finance Manager.
- l. Co-ordinate and manage school lettings on the School Booking system, including taking and confirming bookings, dealing with all general enquiries, issuing invoices to clients prior to use,

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managing receipt of payments and highlighting any outstanding debts to the Finance Manager.

- m. Assist in the preparation of monthly, annual and periodical reports as required.

2. Training & development of self

- a. Regularly review own practices, set personal targets and take responsibility for own self-development.

3. Support for The School

- a. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- b. To contribute to the overall ethos/work/aims of the school.
- c. To undertake any other duties appropriate to the grading of the post as may be required by the Headteacher.

This post is subject to the satisfactory completion of a six-month probationary period