



JOB DESCRIPTION

Job title:	Finance Officer
Working hours:	36 hour per week / Term time plus 1 week
Salary:	Salary Scale 6 – 9 £27,438.00 - £28,698.00 per annum pro-rata
Accountable to:	Finance and Administration Manager

Purpose of Job:

The finance team currently consists of the Finance and Administration Manager and a Senior Finance Officer covering Income, Expenditure and Trips. We are looking to add a reliable, hard-working, self-motivated and flexible person with good financial skills to our Finance team. Good teamwork is essential as well as the ability to work alone on your own initiative.

You will be committed to providing an efficient and accurate service and be able to communicate in a friendly clear and effective manner

Ideally, you will have experience of working in a school and with PS financials. An accounting qualification is desirable.

Key Duties

- Using the accounting software (PS Financials) be responsible for the accurate recording of the purchase order based invoicing relating to the general ledger, accounts receivable and accounts payable, petty cash and bank account reconciliations.
- Monitor accounts email for invoices, statements and queries and deal with these.
- Login into supplier sites to download invoices.
- Ensure all purchase orders are authorised by appropriate budget holders before any orders are placed.
- Code invoices to the correct ledger/cost codes.
- Pull invoices together for the payments run and ensure all details are accurate for payment to supplier.
- Record income from schools parent pay (Wisepay) system to the general ledger.

- Maintain accurate paper and electronic accounting records relating to own areas of operation in line with external audit requirements.
- Manage school meal debts by liaising at least monthly with the head of year.
- Carry out monthly aged creditor and debtor analysis, and highlight any items over 30 days to the Finance manager.
- Balance Wisepay cash fund on a monthly basis.
- Ensure petty cash is available for small purchases.
- Ensure all petty cash claims are correct and authorised.
- To assist the Senior Finance Officer with all managing the financial administration of school trips, including costings, payments, journals and refunds as required and to ensure all documentation is valid
- Ensure deliveries have been checked and signed for in the system before any invoices are processed.
- Manage the student query desk during break and lunch times to ensure all student queries are dealt with when related to either their lunch account or Wisepay.
- Undertake other finance related tasks such as Invoice processing, Wisepay processing, and Banking as and when required, including related reconciliations and audit preparation
- Maintain the Fixed Asset register, including the associated invoices that will need to be held centrally for the year-end audit, and to ensure accurate reporting in the accounts.
- Set up and train new users on the Finance system
- Assist Senior Finance Officer and Finance and Administration Manager as appropriate
- To be aware and comply with the requirements of the School's Finance Handbook and the Academies' Accounts Direction.
- Support the new intake of students each September by getting thumbprints scanned, once you have verified the required biometric permissions are in place.
- Operate relevant equipment and ICT packages (e.g. SIMS, Word, Excel, Internet)
- Undertake any other such duties as the Headteacher may reasonably require from time to time

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.