



JOB DESCRIPTION	
JOB TITLE	Finance Officer
GRADE	Grade 4 (SCP 4-6)
RESPONSIBLE TO:	School Business Manager
<b>JOB PURPOSE:</b> : Under supervision maintain, update and extract information from systems and databases and provide general administrative/clerical/financial support for the school. This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents and staff.	
<b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded post.</b>	
<b>Accountabilities/Responsibilities:</b>	
<ul style="list-style-type: none"><li>• To be responsible for processing all school orders and invoices.</li><li>• To provide support to colleagues to ensure best value achieved in the procurement of goods and services.</li><li>• To be responsible for distributing petty cash in line with policies and procedures.</li><li>• To be responsible for banking school monies bank reconciliation.</li><li>• To prepare invoices for payment either by BACS or credit card</li><li>• Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, examinations etc including related financial administration.</li><li>• Support the financial year end processes.</li><li>• To be responsible for processing payments for trips etc through Unofficial School Funds and ensuring accurate records are maintained.</li><li>• To be responsible for the school credit card payments ensuring appropriate records are kept and the statement balanced monthly.</li><li>• Maintaining stock and ordering supplies, including obtaining prices from occasional suppliers, arranging for the distribution and storage of stock.</li><li>• General welfare support.</li></ul>	
<b>General:</b>	
<ul style="list-style-type: none"><li>• Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.</li><li>• To work within school policies and procedures.</li><li>• To contribute to the provision of an effective environment for learning.</li><li>• To support the promotion of positive relationships with parents and outside agencies.</li><li>• To attend skill training and participate in personal/performance development as required.</li><li>• To take care for their own and other people's health and safety.</li><li>• To be aware of the confidential nature of issues in line with GDPR.</li><li>• Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher.</li><li>• Use of own vehicle will required to undertaking banking duties. Vehicles must be appropriately insured for business use.</li></ul>	