

Job Title	Finance Officer	
Salary	SO1 –23-25 (£37,575 - £38,769 Dependent on experience Term Time + 3 weeks	
Responsible to	School Business Manager	
Responsible for	No line management responsibilities	
Job Purpose	<ul style="list-style-type: none"> To ensure the effective management and monitoring of the academy's budgets, financial systems and the processes. To provide the Business Manager and Headteachers with accurate monthly reports on the academy's budgets, including assisting with budget setting, procurement, processing income and expenditure including VAT processing. Highlighting any discrepancies or over/underspends. To process all day to day financial transactions accurately on the school's financial software. To be responsible for all payroll administration ensuring all changes are activated in a timely and accurate manner. 	
Key Accountabilities	<p>Managing Budgets</p> <ul style="list-style-type: none"> Management, reconciliation and monitoring of all academy's budgets and debit cards on a monthly basis. Produce reports to ensure that the Headteachers, SBM, budget holders and Governors have accurate and timely information on the school's finances. Assist the Business Manager and Headteacher in the preparation of annual budgets, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs. Assist the Business Manager in developing and maintain systems and procedures to ensure information and transactions comply with the academy and audit requirements. Assist the Business Manager in the coordination of the Academy's annual audit. <p>Transaction Handling</p> <ul style="list-style-type: none"> Processing of invoices, debit card transactions, purchase requisitions, checking delivery notes ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales. Investigate and resolve supplier and debtor details to the academy financial management system. To ensure accurate VAT accounting and payment. To submit VAT reclaim returns as required. Banking/reconciliation including ParentPay and childcare vouchers. Provide technical support, information and training for staff in relation to computerised systems including ParentPay and Access Education 	

	<p>Academy Meals and Services</p> <ul style="list-style-type: none"> • Manage and administer free meals process, inputting and updating information on the relevant computerised systems and producing reports as required. • Manage and administer all elective services on Parentpay. • Act as the main point of contact for parents exchanging information on accessing and using ParentPay and Voucher Payments. • Responsible for ensuring prompt payment of the academy's services, through reminders and debt recovery letters, with regular debt recovery communication with parents where required. <p>Payroll Administration</p> <ul style="list-style-type: none"> • Responsible for all aspects of payroll administration within relevant deadlines including submitting variations and new details. Dealing with pensions and tax queries with our outsourced Payroll Department and updating information on Access Education. • Check draft and final Payroll reports using Staff Monthly Profile Listing. • Produce Payroll Journals and process on Access. <p>HR Administration</p> <ul style="list-style-type: none"> • Manage the Recruitment process writing Adverts, updating Job Descriptions and ensuring all recruitment checks are carried out prior to interview and references are received. Assist with shortlisting and interviewing as required. Send out offer letters and arrange for contracts to be raised. • Ensure all Pre-employment checks are carried out and Personal Files are updated with the correct documentation. • Record all DBS checks on a Single Central Record which is in line with Ofsted requirements. Keep SCR up to date in line with Safeguarding legislation and Trust requirements. • Complete Starter and Leaver forms and Variations to Contract letters or forms. • Notify Payroll of any pay increases and pension contribution rate changes. 	
Other duties	<ul style="list-style-type: none"> • Provide cover on occasions for the members of the Admin team as directed by the Business Manager. • To attend meetings to discuss the Academy's finances as required. • Other duties as directed by the SBM or Headteachers 	
Statutory	<ul style="list-style-type: none"> • To work within the framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning. • To promote the safety and well-being of pupils, ensuring that the Academy's Child Protection and Safeguarding policies and procedures are promoted and adhered to. 	

	<ul style="list-style-type: none"> • To be responsible for your own Health and Safety and that of pupils and your colleagues, in accordance with the Health & Safety and Work Act 1974. • To adhere to the Academy's Equality policy in all activities and actively promote equality of opportunity. • To comply with all aspects of GDPR 	
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Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work professionally with other team members and work collaboratively with the School Business Manager and SLT members	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively and accurately with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to maintain accurate financial records	✓		Interview
Ability to coordinate administrative services	✓		Application & interview
Displays commitment to the highest standards of protection and safeguarding of children and young people	✓		Application & interview
Proficiency and skill with computer systems and packages, such as Microsoft Office.	✓		Application & interview
Displays Commitment to the school's ethos, aims and its whole community.	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of office systems, procedures and policies	✓		Application & interview

An understanding of financial practice and procedures	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and experience			
ICT certification or qualification to support word processing skills, database and spreadsheet skills		✓	Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
NVQ Level III in finance or accountancy or equivalent (part) qualification in administration or organisation (AAT, CSBM, ACCA, CIMA)		✓	Application
Relevant experience in finance, administration and organisation	✓		Application & interview
Previous experience in computerised pay, personnel, finance and administrative systems	✓		Application
Experience of working in a school finance environment		✓	Application & interview
Experience in the Arbor, Access, ParentPay other computerised package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview