



Job Profile

Senior Finance Officer

Date: June 2024

Job context

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job Purpose:

- To be responsible for providing efficient financial support.
- To undertake general administrative duties.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher. General Office Manager (for administrative duties)
- Providing direct support to the finance manager to ensure the smooth running of the finance and administrative functions within the trust and in managing the trust's month-end processes.

Reporting to:

- General Office Manager (for administrative duties); Finance Manager (for financial duties)

Key Responsibilities:

- To oversee and manage all aspects of income collection for the academy, including the supervision of cash collection and banking arrangements, parent pay reconciliations, sales invoices, cashless catering and ESFA and LA funding allocations.
- To liaise with leaders of academy trips regarding arrangements for trips including costings, setting up the trip, recording income collected, and chasing payments as necessary.
- To oversee and supervise the petty cash system and carry out the associated monthly reconciliations.
- To manage the system of payment to suppliers, to ensure the appropriate authorisations are adhered to at all times, and that the BACS payment runs are prepared and authorised in accordance with the trust's procedures.
- To liaise with budget holders regarding their budgets, handling associated queries and providing them with monthly budget reports.
- To perform month-end procedures in accordance with the trust's financial regulations.

- To support the finance manager in connection in preparing the monthly VAT returns.
- To support the finance manager in maintaining and overseeing all bank accounts including the trust's credit card/s, completing monthly reconciliations.
- To provide support to the finance team with the trust's annual external audit.
- To provide support to the finance manager with the completion of all necessary returns, such as annual pension returns, within the required deadlines.
- To take responsibility for all necessary administration relating to all areas within their remit.
- To ensure that all manual and computerised records and filing systems relating to all areas within their remit are maintained as required.
- To ensure compliance with data protection regulations.
- To deal with correspondence promptly and as required.
- To participate in academy emergencies, in conjunction with other members of the finance team.

Finance Systems and Tasks

- To be responsible for the Parent Pay system.
- To process all school orders.
- Manage finance@ inbox.
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- Book all CPD/training courses for staff.
- Issue purchase orders on Access and Excel.
- Process financial assistance requests.
- ACCESS – process orders and invoices from budget holders.
- MISSYNC data upload daily.
- To undertake any additional finance duties as directed by the Finance Manager.

Administration Systems and Tasks

- To be responsible for updating the NRS Card Management and Access Control system with new staff and students.
- To lead on Activities Week, meet with Assistant Head, agree week, gather quotes, book travel and venues and put payments onto parentpay.
- To be responsible for ensuring that all documentation for off-site activities is logged accordingly.
- To be responsible for the management of pupils' locker keys.
- Organise trip lists to trip leaders as and when required.
- Obtain coach/train travel quotes when required.
- Process Bursary applications i.e. travel and other essentials and textbooks.
- Parentpay - activation letters for the new year 7's.
- To assist with the preparation of school events.
- To support Reception when required.

Training

- To undertake any training courses relevant to the post.

Person Specification: Senior Finance Officer

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Appropriate financial qualification/s and/or experience. • Evidence of finance, business and administrative management experience to support the day-to-day operations. 	<ul style="list-style-type: none"> • Associated accounting qualification. • Evidence of finance, business or administrative management experience within a school or similar environment. 	Application form Letter of application References Interviews Certificate(s) (to be available at interview)

Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with pupils, students, colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Excellent verbal and written communication skills. • Ability to proficiently use office computer and finance software including word-processing, spreadsheet, information and internet systems. • Knowledge of basic principles and methods of financial control and reporting. • Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money. 		Application form Letter of application References Interviews

Personal qualities

- Excellent interpersonal skills with ability to maintain strict confidentiality.
- A diplomatic and patient approach.
- Initiative and ability to prioritise one's own work and that of others to meet deadlines.
- Able to follow direction and work in collaboration with the senior leadership team.
- Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.
- Ability to evaluate own development needs and those of others and to address them.
- A willingness to seek specialist advice and awareness of where to seek it.
- Efficient and meticulous in organisation.
- Commitment to the highest standards of child protection.
- Recognition of the importance of personal responsibility for health and safety.
- Commitment to the school's ethos, aims and its whole community.

Application form
Letter of application
References
Interviews