

Job Description – Finance Officer

Post Holder	
Post Title	Finance Officer
Post Holder Reports to	School Business Manager, Headteacher & Senior Leadership Team
Scale / Salary	Grade 4 point 7, £29,412 full time equivalent
Key duties & responsibilities / Main School Accounts	<ul style="list-style-type: none"> • Using school accounting software, to be responsible for the accurate recording of transactions relating to the general ledger, accounts receivable and accounts payable, petty cash and bank account reconciliations. • Ensure all direct debits and other items are entered on to FMS in a timely manner • Be responsible for ordering stock items and stationery for the school. • Maintain accurate paper and electronic accounting records relating to own areas of operation in line with external audit requirements. • Provide budget holders with half termly reports on expenditure and highlight when budget are reaching critical levels • Produce ad-hoc reports on expenditure as required. • Obtain quotes in line with Wandsworth procurement rules. • Check order requirements, budget available and place orders with suppliers • Provide information and reports for Headteacher as requested • Assist Headteacher with budget preparation
Lettings	<ul style="list-style-type: none"> • Take booking for lettings • Maintain an accurate record of school lettings and hire of premises, liaising with new enquiries as required. • Ensure paperwork for letting is received before start of hire (insurance and safeguarding etc) and a signed agreement has been received • Produce invoices for school lettings. • Ensure payment is made in a timely manner
School Fund	<ul style="list-style-type: none"> • Maintain accurate records of the School Fund income and expenditure • Carry out monthly bank reconciliations and prepare statements of expenditure as required.
Petty Cash	<ul style="list-style-type: none"> • Ensure petty cash is available for small purchases • Ensure all petty cash claims are correct and authorised. • Maintain records for petty cash & balance monthly • Prepare end of year accounts for audit
Projects	<ul style="list-style-type: none"> • Assist School Business Manager with managing projects – <ul style="list-style-type: none"> • Produce project plans / specifications • Obtain quotes for work – following Wandsworth procurement procedures and rules • Put together document for Headteacher / Governor sign-off as required • Manage contractors/suppliers • Liaise with site staff re works taking place and any requirements for site opening, permits required etc
General Administration	<ul style="list-style-type: none"> • Provide any other appropriate finance function as required. • As required, provide system reports relating to accounts payable and receivable as well as budgetary expenditure. • To be aware and comply with the requirements of the School's Finance Procedures, Local Authority's Financial Management Handbook and Whistleblowing Policy in relation to own areas of operation. • Operate relevant equipment and ICT packages (e.g. SIMS, word, excel, databases, Internet). • Cover reception duties as required, dealing with personal and telephone enquiries and taking action on own initiative as necessary.

Other Responsibilities	<ul style="list-style-type: none"> • Undertake any other such duties as the Headteacher may reasonably require from time to time • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos, work and aims of the school • Establish constructive relationships and communicate with other agencies and professionals • Attend and participate in regular meetings • Participate in training and other learning activities and performance development as required • Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation • To ensure that the schools data protection policies and processes are adhered to in line with the Data Protection Act 2018 and UK GDPR • To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
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This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.