

<b>Penwortham Primary School</b>	<b>Job Title: Finance Officer</b>
Responsible to: School Business Manager	Responsible for: No staff management responsibility
Grade: Scale 5 Spinal point: 12-15	Working Hours: 36.00 per week TTO / AYR: Term Time only 39 + 1 week

## Main Job Purpose

To provide efficient and effective financial and administrative support for the school, dealing with the day-to-day financial transactions of the school in accordance with school policies and financial procedures.

To support the school office functions in dealing with the day to day activities of the school.

## General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the school's performance management scheme.
3. To undergo in-service training where required and to share expertise and skills with others.
4. To observe and implement current school policies and good practice.
5. To contribute to the overall ethos/work/aims of the school.
6. To carry out such particular duties as the Headteacher/ Business Manager may reasonably direct from time to time.

## Specific responsibilities:

### Finance Administration

1. Purchasing, including liaising with suppliers, raising purchase orders, and placing orders.
2. Managing accounts payable, including invoice processing, goods received notes and preparing payments.
3. Maintenance of the school's financial records; inputting payments and receipts into the school's finance package (Access Financials) and other internal systems.
4. Supporting the preparation of financial information; ensuring relevant paperwork is processed in a timely and accurate manner.
5. Support the administration of Lettings including dealing with enquiries, preparation of invoices and monitoring sales ledger.
6. Supporting internal and external audit preparations; ensuring documentation is consistent and accurate.
7. Supporting the setting up of parental payment items on the schools payment system, reporting on debt and auctioning reminders.
8. Supporting the administration of school trips and events, including preparing costings and reconciling income against spend.
9. Monitoring and action items in the Finance email inbox.

### Cash, Banking and Credit & Payment Cards

1. Post direct to bank transactions as necessary to ensure the schools finance system is kept up to date.
2. Support the completion of the monthly bank reconciliation.
3. Create banking payments to reflect outputs from accounts payable and other transactions.
4. Process School Gateway transactions into the ledger weekly.
5. Carry out online purchases as required to ensure purchases are authorised in advance by the relevant budget holder.

6. Ensure backing documents are scanned and uploaded.
7. Reconcile the credit card and payments card(s) on a monthly basis.
8. Ensure credit card statements are checked and authorised as appropriate each month and uploaded for reconciliation at month end.

### **Ordering**

1. Process orders as received onto the finance system ensuring they are correctly coded and authorised.
2. Check that the goods ordered have been received at point of delivery.
3. Ensure backing documents are scanned and uploaded.

### **Petty cash**

1. Manage petty cash claims to ensure staff are reimbursed in a timely manner through the bank.
2. Manage the classroom parental donations tin money and reconcile weekly.

### **Purchase Ledger**

1. Receive invoices and link them to the orders on the schools finance system.
2. Complete goods received not process to confirm goods have been received.
3. Scan and upload invoices ensuring the correct coding is included.
4. Complete new supplier forms when required and verify bank details.
5. Assist with queries over the payment of invoices.
6. Review statements from suppliers and deal with queries arising. In particular working with the catering contractor to ensure orders reflect school activities and ensuring invoices received are accurate.

### **Office Support**

1. As part of the office team deal with phone calls and visitors on a daily basis
2. Where appropriate check DBS and ID, in line with safeguarding procedures.
3. Support pupils sent to the office unwell or injured
4. Support pupil collections during and after school and first day calling activities
5. Support staff with queries and advice

### **Support for the School**

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Data Protection (UK GDPR), SEN Code of Practice as well as general staff procedures
2. Contribute to the overall ethos, vision and aims of the school
3. Appreciate and support the role of other professionals
4. Act as a positive role model and provide appropriate support to all colleagues and stakeholders.
5. Attend relevant meetings as required
6. Participate in training and other learning activities as required

# Person Specification

## Qualifications and Experience

### Essential

- Minimum 5 GCSE's (A-C) or equivalent, including English and Maths
- Experience in Financial administration
- Experience working in an office environment

### Desirable

- Business Qualification, AAT or Similar
- Experience in financial and office administration in a school

## Professional Knowledge

### Essential

- Excellent numeracy.
- Effective use of ICT packages and good keyboard skills, in particular with Microsoft Word and Excel.
- Good written and verbal communication skills.

## Attributes

### Essential

- Excellent attention to detail with an ability to work accurately and exercise initiative, judgement and solve problems.
- Ability to identify own training and development needs and work to address these.
- Ability to work constructively as part of a team, understanding school roles and responsibilities.
- Ability to relate well to children and adults including the ability to manage all communications and public contact in a friendly, approachable and efficient manner.
- Self-motivated and passionate about the delivery of quality service.
- Committed to the highest standards of child protection.
- Recognise the importance of personal responsibility for health and safety.
- Committed to the schools ethos, aims and its whole community.
- Personal capacity to deal directly and thoroughly with problems and to see them through in a detailed and complete manner.
- Willing to embrace change.
- Demonstrate professional and personal integrity.
- Committed to inclusion and the right for all to fulfil their potential.
- Committed to the safeguarding of pupils and staff