



**Job Title:** Finance Support Officer

**Grade:** F1-6 (£16819 - £20,541 pro rata)

**Hours:** 37 hours per week  
(term time only plus 12 days)

**Responsible to:** Office Manager/Headteacher

**Direct Supervisory Responsibility for:** None

**Important Functional Relationships:**

Internal: Office Manager and administration team, Headteacher, school leadership team, curriculum team Leaders, teaching staff, pastoral team, Poltair School Governing Body, pupils.

External: Financial support/advisors, auditors, HMRC, banks, parents, outside agencies, suppliers of goods and services, Poltair School Governing Body.

**Main Purpose of Job:**

To provide financial support to the Headteacher, School Leadership Team, Curriculum Team Leaders, School Governing Body and School staff through administration of the school Finance Office.

**Duties and Responsibilities:**

- 1) To be responsible for the organisation and management of the School Finance Office, ensuring the timely completion of all tasks and ensuring the work of the office is undertaken to a high standard and in accordance with school financial policies and procedures.
- 1) To operate the school computerised accounting systems, including such activities as processing orders for goods and services, inputting payments and receipts to school accounts, bank processing, journal vouchers and report generation.
- 2) To process payments made by Poltair School and the issuing of receipts for payments made to Poltair School, logging such receipts on the accounting systems.

- 3) Preparing all monies and cheques received for banking deposits on a weekly basis. Responsible for the banking processes in accordance with Poltair School security procedures relating to banking of monies.
- 4) To process authorised orders ensuring they are logged on the accounting system and despatched in accordance with the priorities and deadlines. To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries, discrepancies and payments as requested.
- 5) To obtain verification of receipt of goods or services from members of staff in accordance with the recognised office policies.
- 6) To assist in the stock-taking and replenishment of miscellaneous stocks and stationery as required.
- 7) To enter details of all authorised invoices for payment on the computerised accounting system and assist in the production and despatch of BACS and cheque payments to ensure all invoices are paid prior to due dates.
- 8) To issue all sales and lettings invoices as requested. To monitor and process all payments received from debtors on a monthly basis, to advise overdue payment as required and follow the debt management process issuing debt collection letters as appropriate.
- 9) To reconcile bank statements relating to all bank accounts.
- 10) To understand the current budget information in order to answer queries promptly.
- 11) To be responsible for issuing of petty cash for authorised claims and to monitor and reconcile the petty cash floats and ensure the correct procedures are followed.
- 12) To maintain accurate data relating to payments made by pupils for all educational and recreational services.
- 13) To undertake the banking of all incoming monies received in accordance with the cash security and banking procedures. Collection of cash as required.
- 14) To check and authorise staff and governor claims for payment, including supply teaching, overtime, travel and subsistence claims.
- 15) To be responsible for the Finance Office's full adherence to the school's security procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with the financial regulations and internal and external auditory processes.
- 16) To preparation and complete the monthly VAT returns.
- 17) Assist in supervising administration staff undertaking finance-related work, including training and familiarisation of the school's accounting systems. To assist in organising all of the school's finance-related work appropriately, ensuring timely

completion of all tasks and adherence to the school financial policies, deadlines and procedures.

- 18) To check and process travel and subsistence claims.
- 19) To assist in the preparation of financial reports and statistics for the Headteacher, Office Manager, Budget holders and Governors as requested.
- 20) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 21) To be aware of and work in accordance with child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 22) To ensure all records and files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining backup systems.
- 23) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 24) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 25) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: January 2019

Job Description Prepared by: Office Manager

## PERSON SPECIFICATION

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**Person specification prepared by:** Office Manager

**Date:** January 2019

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Practical knowledge and experience in financial and administrative work.	Work experience relating to financial administration in a school or college environment.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	Attainment of GCSE level qualifications or equivalent including Maths & English.	Working towards or attainment of AAT qualification or working towards or attainment of NVQ level 3 in a finance related field.	Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	Word processing and keyboard skills.  Excellent numeracy & literacy skills.  Excellent organisational skills.	Knowledge of school/college accounting systems, manual & computerised.	Interview.  Job specific task.
<b><u>Any Additional Factors</u></b>	Self-motivated and proactive.  Team worker.  Professional & friendly approach.  Meticulous.  Comfortable with young people and children.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.