

**Your Academy…Your Future**

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| **Post Title** | Finance Officer |
| **Purpose** | Assist the Finance Director in the day to day operations of the finance department, working flexibly to support and/or deputise for the Finance Director whenever required, working on both the Academy and its trading subsidiary. |
| **Responsible to** | Finance Director |
| **Responsible for** | Dealing with financial procedures and systems. |
| **Contract Type** | Full Time – All year round |
| **School Type** | The Academy is a publicly funded independent secondary school for pupils aged 11 to 16. |
| **Grade** | Scale 6 - £22,937 to £24,472 |
| **Disclosure Level** | Enhanced |
| **Key Relationships** | * Finance Director * Principal * Budget Holders * Teaching and support staff * Pupils * Parents * Responsible officer * Third party stakeholders e.g. Insurers, Suppliers, etc. |
| **Expectations** | **There is an expectation that all adults who work at Castle View Enterprise Academy will:**   * Create opportunities to support the Academy vision. * Have respect and care for students and all other adults. * Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. * Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. * Contribute to the Academy enrichment programme. |

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| **Purchase Ledger**  **Sales ledger**  **Payroll**  **Bank Accounts**  **Petty Cash/Cash Income**  **Budgets**  **Management Accounts**  **School Trips**  **Other** | 1. To supervise the processing and despatch of all purchase orders ensuring accuracy of coding 2. To supervise the processing of supplier invoices 3. To generate and process the weekly payment run by BACS or cheques and import the BACs run into the electronic banking system 4. To review the aged creditors report monthly, reconcile to suppliers’ statements and take appropriate actions accordingly 5. To act as the school procurement officer ensuring best value for money and compliance with the procurement policy 6. To train staff on the procedures around ordering and procurement of good and services 7. Prepare reconciliations of utility and other cost invoices to data recorded by the Building Management System and other systems 8. To supervise sales invoice and credit note preparation as required, following up on the prompt payment of sales invoices 9. To undertake the sales ledger credit control function 10. To manage the school’s working capital, including the review of the aged Debtors listings with a view to maximise cash balances, 11. To produce reports on overdue debts ensuring tight collection of all debts to minimise Debtor Days 12. Processing Sales Ledger Receipts 13. To liaise with the HR Department to update staff pay schedules and check the accuracy of payroll reports 14. To manage the school’s salary sacrifice schemes (e.g. childcare voucher) 15. To assist staff with payroll related queries 16. To maintain relevant year to date staffing data 17. To assist the Finance Director with the preparation of year-end payroll disclosures 18. To review bank transactions daily and update accounting systems for new transactions 19. To prepare and action all inter-account transfers 20. To reconcile all bank accounts on a monthly basis 21. To process all credit card transactions and reconcile the credit card account monthly 22. To process all monthly direct debit payments 23. To process/post all direct debit transactions for school lunches and to reconcile such transactions regularly 24. To coordinate banking of all income received and to supervise the accurate recording of same 25. To process petty cash requests and update the accounting system 26. To process cash received from students and parents and update the accounting system 27. To process cash received in respect of school lunches and update the account and the cashless catering system 28. Process cash takings from the subsidiary and update analyses and the accounting system 29. To assist the Finance Director with the preparation of the annual revenue budget 30. To support budget holders with the profiling of their budgets 31. To liaise with the Finance Director on the budget seeking advice on appropriate actions to address budget issues and on the updating of forecasts in the monthly management accounts 32. To help to train budget holders on budget management procedures monitoring and ensuring compliance with the finance procedures at all times 33. To assist the Finance Manager with the preparation of the monthly management accounts 34. To prepare and post various journals monthly including the monthly catering, timesheet accruals, parent pay transactions, photocopying, etc. 35. To provide the aged debtors and creditors report for inclusion in the monthly management accounts pack with related commentary when appropriate 36. To prepare management accounts for the internal catering department and the 3g pitch hire 37. To review the costing of all school trips and advise the trip leaders accordingly 38. To process payments for all trips, order currency if required for overseas trips and oversee the smooth administration of the trips. 39. To monitor cashless catering transactions and balances and take appropriate action 40. To monitor direct debit collections for returned items and take appropriate action 41. To prepare s126 VAT reclaims for the Academy 42. To prepare VAT returns for the subsidiary 43. To manage the Statutory and other contracts register ensuring full compliance with the procurement policy and alerting relevant staff in advance of renewal dates 44. To coordinate and maintain a list of approved contractors and suppliers to ensure best value 45. To review all postings to the Private School Fund 46. To assist the Finance Director in the preparation of the year-end information and supporting papers of the annual audit 47. To deputise for the Finance Director in his absence 48. To establish appropriate working relationships with all Governors and staff, including the Principal, the senior Leadership Team and all staff 49. Support the Finance Director in the management of change and improvement in pursuit of departmental objectives 50. To maintain awareness of and commitment to the school equal opportunity policies in relation to both employment and service delivery 51. To undertake all other duties as required commensurate with the grade of the post. |

**Person Specification**

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| **CRITERIA** (E = Essential, D = Desirable) | |
| **EDUCATION** |  |
| Holding or working towards Financial Qualifications and a good general education with demonstrable written and numeracy skills | E |
| **EXPERIENCE** |  |
| Extensive previous relevant Financial Management experience, ideally gained in an educational establishment | E |
| Experience of using/managing computerised financial accounting packages,  particularly the Civica Corero system | E  D |
| Line management experience | D |
| Experience of working in a fast-paced environment with multiple demands an your time and commitment | D |
| Experience of working in an environment with children or young people | D |
| **KNOWLEDGE AND SKILLS - Demonstrate the ability to:** |  |
| Build and form positive relationships with pupils , colleagues and other third party stakeholders of the school | E |
| Work constructively as part of a team , understanding school roles and responsibilities including own | E |
| Work independently, demonstrating initiative | E |
| Demonstrate excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils and parents | E |
| Reconcile priorities, work to tight deadlines and problem solve | E |
| Ability to proficiently use finance and other software including the Microsoft Office suite and internet systems | E |
| Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for others | D |
| Good working knowledge and understanding of methods of purchase ordering contracts management, purchasing and value for money. | D |
| **PERSONAL QUALITIES** |  |
| Be receptive to new ideas, approaches and challenges | E |
| Initiative and ability to prioritise one’s own work and that of others to meet deadlines | E |
| Excellent interpersonal skills with the ability to maintain strict confidentiality with a diplomatic and patient approach at all times | E |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | E |
| Committed to equality and diversity | E |
| Shows a personal commitment to safeguarding and promoting the welfare and rights of young people. | E |
| Appreciates the significance of safeguarding and child protection issues in an educational institution and understands how this impacts on the working environment | D |
| Committed to own continuing professional development with an ability to evaluate own development needs and those of others and to address them | D |

***Castle View Enterprise Academy is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

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| **SIGNED**  (Line Manager) |  |
| **SIGNED**  (Post Holder) |  |
| **Date**  (to be reviewed) |  |