



Job Description - Finance Officer

Purpose of job:

Working as part of a close-knit team delivering a high-quality finance service to colleagues, parents and the wider school, supporting the transition to a new Finance system

Line Manager:

- Finance Manager

Responsible to:

- The Head
- Director of Finance and Operations (DFO)

Other key relationships:

- Parents
- Pupils
- Colleagues
- Suppliers

Key responsibilities:

Financial support

- Responsibility for the purchase order system, including raising orders and entering them onto SIMS/FMS and any successor systems, supplier liaison and distributing orders to staff
- Provision of management information to budget managers, the Finance Manager and the DFO
- Assist with credit control, including provision of relevant and timely information to the Finance Manager and directly chasing debtors to elicit payment
- Monitoring of the school's bank accounts for compliance purposes and processing BACS payments

Communication

- Communicate with suppliers in a polite, helpful and efficient manner
- Communicate with debtor parents in an empathetic manner
- Communicate with colleagues with a 'can do' attitude



Training

- To participate in in-service training as part of career development, in line with school needs and potentially train colleagues in systems and related areas

Teamwork

- To work as part of a close-knit Finance team, supporting colleagues and providing cover as necessary
- To maintain an appropriate and professional standard of personal appearance
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To have respect for the confidential nature of the post

Health and Safety

- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan
- Have regard to the health and safety of all children, staff, parents and visitors to the school
- Maintain a safe environment where children feel able to share safeguarding concerns

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

