

JOB DESCRIPTION

School:	Marshland High School - Please note that although this post is predominantly based at Marshland High School, the successful candidate could be asked to work at other locations around the Trust.
Job Title:	Finance Officer
Grade:	Scale F point 12 – 17, £13.69 -£14.91/hour ,£26,421 - 28,770 pa FTE
Hours/weeks:	37 hours/week, 52 weeks/year
Responsible to:	Headteacher Trust Finance Manager
Working With:	Trust Finance Manager Trust Finance team Budget Holders Senior Leadership Team CFOO

Purpose of the Job

To assist with managing and controlling the school's financial resources and to ensure that records are kept in a manner which satisfies the requirements of accountability, audit & financial control.

Responsibilities

- Assist in identifying and reporting major variances and the reasons for such variances.
- Raise orders for goods, supplies and services ensuring that they have been properly authorised and approved.
- Process invoices.
- Process BACS payments and raising cheques for approved payments.
- Ensure that all payments are properly authorised and approved.
- Maintain all data records relating to income and expenditure.
- Carry out budget reconciliation as directed.
- Produce, as directed, ad hoc reports.
- Produce excel spreadsheets as required.
- Accurately record, account for, and bank all income.
- Raise invoices in respect of lettings etc.
- Produce Budget Holder reports.
- Assist with Month End and Year End procedures.
- Liaise with the school shop ensuring order fulfilment.
- Manage the parent pay system.
- Manage cashless catering system
- Ensure that all tasks are carried out in accordance with the appropriate procedure.

- Ensure that the finance system is maintained and used to record all financial and accounting data.
- Check invoices and expenditure items for accuracy, including amount, and frequency, to safeguard against errors.
- Ensure delivery notes are retained, signed and checked to orders before invoices are paid.
- Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification cost and timescales.
- Ensure Month end checks are performed in order to eliminate inaccuracies in the accounts.
- Assist with the financial aspects of school trips, including handling of cash.
- Support with school uniform sales where appropriate.
- Adhere to the Academies Financial handbook and ensure compliance by others at all times.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check. Shortlisted candidates will be subject to an online search.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Ref
Level 2 Maths	✓		
AAT level 2/3 or relevant work experience evidencing ability		✓	
First Aid Qualification		✓	
A willingness to successfully complete First Aid Training	✓		
Experience	Essential	Desirable	How assessed
Experience of working with young people		✓	Appl/Int/Ref
Good understanding of, and ability to use, relevant technology e.g. Finance Package, Excel etc	✓		
Good understanding of financial/accounting processes/procedures including segregation of duties.	✓		
Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Good keyboard and ICT skills	✓		Appl/Int/Ref
Excellent telephone manner	✓		
Ability to relate well to students, parents/carers/guardians and other adults	✓		
Ability to work constructively as part of a team	✓		
Understanding of school roles and responsibilities		✓	
Commitment to continued personal development	✓		
Skills and knowledge to deal with a busy finance service		✓	
Ability to work under pressure with conflicting deadlines and priorities.	✓		
Effective communicator	✓		
Committed to safeguarding and promoting the welfare of children and young people	✓		

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/Ref
Positive Attitude to Work	✓		
Supporting positive mental health within the school	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Genuine concern for others	✓		
Accessible and approachable	✓		
Excellent interpersonal skills	✓		
Ability to be flexible	✓		

Appl = Application form

Int = Interview

Ref = Reference