



Job Title	Finance Officer
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Salary	BFBC I Grade
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Aim and main purpose of the job

To support the finance functions in the school by operating the school purchase orders/accounts payable system and lettings invoices.

Main Duties and Responsibilities

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

1. Supporting the Business Manager to achieve the financial needs of the school.
2. Operating the PS Financials accounting software for ordering and accounts payable for the school public fund.
3. Liaising with the Enrichment Manager on all lettings invoices for the Trust and ensuring all recharges are raised promptly.
4. Banking all cash/cheques paid to the school promptly.
5. Placing orders through the school ordering system, checking goods on receipt and arranging collection/delivery to relevant departments.
6. Supporting the school staff by investigating sources of supply for goods and services and ensuring that the principles of Best Value are maintained.
7. Maintaining a record of and circulating all school invoices preparatory to payment.
8. Raising BACS payments for all authorised school invoices.
9. Operating the school petty cash system and recording all entries.
10. Creation of sales invoices and following up for payment of those invoices.
11. Reconcile bank accounts on a timely basis.
12. Ensuring the school inventory is maintained and all items are included as and when they are ordered.
13. Maintaining finance records for all monies collected relating to fundraising days etc and recording all such transactions in the school accounts.
14. Carrying out the month end reconciliations in accordance with school procedures.
15. Carry out tasks as reasonably required by the Headteacher and Business Manager.

Details of Line Management

The post holder is line managed by the Business Manager.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.