



KING EDWARD VI HANDSWORTH SCHOOL

JOB DESCRIPTION – FINANCE OFFICER

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| Grade: | SCP 15 FTE £22,911 pro rata. Actual Salary £20,916 |
| Hours: | 5 Days per week full time 36.5hrs plus two weeks in the summer holiday. Monday 8am – 4pm, Tuesday – Friday 8am – 3.45pm |
| Responsible to: | Head's P.A. |
| Main Purpose: | <ul style="list-style-type: none">▪ To manage the operation of the local school bank account and trips ledger using PS Financials (PSF) and School Comms.▪ To work with the Foundation Office (FO) and the PSF Budget Holder/PO system to ensure that Budget Holders and the Headmistress have access to the Budget Holder expenditure reports and deal with any queries.▪ To be the key contact for lettings regarding bookings, enquiries and invoicing.▪ To operate within the School's approved Financial Regulations and help ensure that the regulations have been communicated to staff and provide support to staff as requested. |
| Financial Duties: | <p>School Bank Account duties</p> <ul style="list-style-type: none">▪ To be the Bank's key contact for the local school bank account and ensure that cheques are signed in accordance with the bank mandate.▪ To raise manual cheques for payment where required from the local school bank account, passing for signature, ensuring invoices are filed and cheques posted.▪ To use the PSF Accounting System to input local school bank account income and expenditure on a timely basis including the trip ledger.▪ To produce the monthly school bank account reconciliation. Monitor unpresented cheques ensuring the Headmistress authorises on a monthly basis.▪ To produce the monthly reconciliation of the school charge cards and ensure transactions are correctly authorised.▪ To organise and arrange the regular banking of monies when necessary.▪ To reconcile trips and close off.▪ Manage the Petty Cash. <p>Orders, Invoices and Budgets</p> <ul style="list-style-type: none">▪ To approve orders and send to suppliers using PSF.▪ To send off emails for new supplier accounts and liaise with FO, supplier and staff member.▪ To oversee the coding of invoices and purchase orders with the correct expenditure and VAT code and Goods Receipting (GRN).▪ To ensure all invoices are authorised for payment in line with financial regulations and sent to FO.▪ To monitor department capitation using PSF web portal budget holder reports.▪ To administer and ensuring statements are checked and copy invoices requested when needed.▪ Set up orders if necessary. <p>Other Duties</p> <ul style="list-style-type: none">▪ To create and maintain an annual spreadsheet to record all Pupil Premium and 16-19 Bursary claims and payments, providing regular updates to the Headmistress and the Finance Manager.▪ To undertake such other duties, training or hours of work as maybe reasonably required and which are consistent with the general level of responsibility of this job.▪ To manage enquiries, bookings and pricing for all lettings, including liaising with the FO concerning the invoices and monitoring payment from lettings groups. |
| Other: | <ul style="list-style-type: none">▪ To organise and provide information upon request to the School's external and internal auditors.▪ To work closely on a daily basis with the Staff Clerical Assistant, including providing cover/assistance in her absence.▪ To liaise closely with Finance Manager from FO. |

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| | <ul style="list-style-type: none"> ▪ To attend termly meetings of the Foundation Office Finance staff and Grammar Schools' Finance Staff. |
| System Housekeeping | <ul style="list-style-type: none"> ▪ Overseeing and ensuring that all records are kept up to date, e.g. regularly checking for any cancelling of orders. ▪ To deal with finance queries from suppliers, debtors, budget holders and other staff. Chase refunds and credit notes. ▪ To prepare and assist in the setting up and maintaining annual archiving of financial records. ▪ To assist with maintaining and updating information held on school databases in particular those relating to finance including recording expenditure and income and accessing and producing reports for budget holders. ▪ To assist in the transferring of data safely when database systems are introduced and/or changed. ▪ To oversee any PSF Systems queries for the school. ▪ To provide an annual record of staff with PSF access and report to FO. |
| Support for the School: | <ul style="list-style-type: none"> ▪ To help and support the School's aim to achieve Value for Money in all its activities. ▪ To be aware of and comply with all school policies and procedures in particular relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate senior member of staff. ▪ To be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. ▪ To contribute to the school ethos, aims and development/improvement plan. ▪ To work as part of a team, appreciating and supporting the role of other people within the team. ▪ To attend and participate in meetings as required. |
| Resources: | <ul style="list-style-type: none"> ▪ To ensure use of IT to full capacity in order to produce high quality documents. ▪ To organise and present information for reports in a variety of formats. |

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: Date:.....

Signed Employer: Date: