|  |
| --- |
| **Job Description** |

|  |  |
| --- | --- |
| Job Details | |
| **School Name** | Turton School |
| **Job Title** | Finance Officer |
| **Grade** | Grade E SCP 11-17 |
| **Primary Purpose of Job** | Under the direction of the Assistant Business Manager support delivery of a robust financial management service. |
| **Responsible to** | Assistant Business Manager (ABM) |
| **Principal Responsibilities** | To work as a member of the Finance Team under the direction of the Assistant Business Manager, with specific responsibilities for the management of financial systems, including trip management, online payments and cashless catering. |

|  |  |
| --- | --- |
| Main Duties | |
|  | Responsible for the day-to-day processing of the school’s financial routines, including placement of orders, payment of invoices, BACS payments and income using the school’s SIMs Financial Management System (FMS). This also includes setting up new suppliers on FMS and producing weekly audit reports. |
|  | To offer support and advice to members of staff with regards to order requirements, petty cash etc and ensuring policies and procedures are adhered to and “Best Value” principles are followed. |
|  | Management of the petty cash process in school, ensuring adequate audit trails are obtained and authorising signatures gained as appropriate. |
|  | Preparation of monthly Credit Card Reconciliations. |
|  | To support a transparent financial reporting process in school. |
|  | Maintain robust audit trails of cash collection and receipts to satisfy both external and internal audit requirements. |
|  | Management of new admissions each academic year and throughout the year and new staff using MIS Sync ensuring all ParentPay and MIDAS records are up to date and MIDAS. |
|  | Be responsible for the management of all online payments (ParentPay and TryBooking) to include setting up all items, monitoring of income, issuing refunds, new accounts, and the reconciliation of income to the school’s accounts. |
|  | To be fully conversant with the school’s cashless catering procedures, maintaining accurate cashless catering records and to support arrangements to register new pupils / staff on to the school’s system. This also includes reconciliation and transferring of monies at academic year end. |
|  | Support parents and pupils with all queries regarding ParentPay and the cashless catering system and any other financial related matters. |
|  | Responsible for managing Free School Meals, which includes the weekly processing report from the Council’s portal, entering FSM to the pupils on SIMs and MIDAS (catering system) and arranging vouchers in the holidays. |
|  | Responsible for the recording of income received from lettings – i.e., Sports Centre using the Pitch Booking system and FMS. |
|  | Manage the financial aspects of trips, events and purchases using the school’s systems, ensuring accurate and detailed maintenance of all income and expenditure. Reconcile each one providing reports, receipts and detailed analysis of income and expenditure. |
|  | Under the direction of the Assistant Business Manager, be responsible for the overall management of the Unofficial School Funds account, to include banking of income, payments, maintenance of online records, relevant paperwork and preparation of accounts for annual audit at Financial Year End. |
|  | Support ABM in the month end procedures on the delegated account, including journal creation and processing of account-to-account transfers. |
|  | Carry out School Direct administration tasks such as raising purchase orders and invoices to partnership schools and Liverpool John Moore University. Responsible for adding the new School Direct cohort to the school’s database. |
|  | Under the direction of the ABM, manage the journal processing for Pupil Premium and Looked After Children. Produce reports to advise Deputy Head of LAC/PPG Spend at the end of each academic year. |
|  | Assist the ABM in allocation of Bursary payments and be responsible for the pupils’ Bursary weekly BACS payments. |
|  | Support the ABM at Year end with carrying out purchase order cleardown and producing essential reports such as Prepayments and Accruals information. |
|  | Update and maintain the centralised asset register and ensure assets can be identified by a number. |
|  | Any other duties which are commensurate with the grade of the role. |

|  |  |
| --- | --- |
| Version Control | |
| **Job Description updated by:** | Leonie Hathaway |
| **Job Description dated:** | 23 June 2025 |

|  |  |
| --- | --- |
|  |  |
| Person Specification | |

|  |  |
| --- | --- |
| Job Details | |
| **School Name** | Turton School |
| **Job Title** | Finance Officer |
| **Grade** | E SCP 11-17 |

## Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

|  |  |  |
| --- | --- | --- |
| Skills and Knowledge | | Method of Assessment |
|  | Awareness of need to maintain stringent financial procedures and to support implementation of sound financial management processes | Application Form / Interview |
|  | Ability to work effectively within a team environment | Application Form / Interview |
|  | Ability to build effective working relationships with all pupils, parents, colleagues and external partners | Application Form / Interview |
|  | Ability to work accurately with attention to detail | Application Form / Interview |
|  | Highly numerate and literate | Application Form / Interview |
|  | Proactive, flexible and dynamic approach to work and tasks | Application Form / Interview |
|  | Ability to be calm under pressure | Application Form / Interview |
|  | Excellent oral and written communication skills | Application Form / Interview |
|  | Excellent IT skills | Application Form / Interview |
|  | Ability to deal with confidential matters in a professional manner | Application Form / Interview |
|  | Ability to work accurately under pressure and to tight deadlines | Application Form / Interview |
|  | Ability to prioritise conflicting demands and manage own workload | Application Form / Interview |
|  | Efficient, meticulous and well organised | Application Form / Interview |
|  | Competencies Please note the school’s competencies, which are considered to be essential for all roles, are in the attached Core Competencies document. | Interview |

|  |  |  |
| --- | --- | --- |
| Experience, Qualifications and Training | | Method of Assessment |
|  | At least 5 GCSE passes A-C or equivalent including Maths and English | Application Form / Interview |
|  | Experience of financial administration and financial systems | Application Form / Interview |
|  | Significant experience of Microsoft Office, particularly Word and Excel | Application Form / Interview |
|  | Experience of implementing new procedures | Application Form / Interview |

|  |  |  |
| --- | --- | --- |
| Work Related Circumstances | | Method of Assessment |
|  | To be able to work during school holidays when required | Interview |
|  | This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service. | Application Form / Certificate |

## Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

|  |  |  |
| --- | --- | --- |
| Skills and Knowledge | | Method of Assessment |
|  | Evidence of contribution to situations requiring an ability to approach problems positively and to seek solutions. | Application Form / Interview |

|  |  |  |
| --- | --- | --- |
| Experience, Qualifications and Training | | Method of Assessment |
|  | Experience of working in a Secondary School Finance Office and dealing with a variety of financial routines impacting on school organisation | Application Form / Interview |
|  | CSBM or AAT qualification | Application Form / Interview |

|  |  |
| --- | --- |
| Version Control | |
| **Person Specification prepared by:** | School’s HR |
| **Person Specification updated:** | 23 June 2025 |

# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

**Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

**Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Code of Conduct**

Sets out behavioural expectations for employees towards colleagues, managers and the wider school. It emphasises open communication, professionalism, respect, and adherence to laws.

**Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.

**Energy Efficiency**

To be aware of the energy efficiency issues in own area of work and throughout the premises.