



Job Description: Finance Officer

Contract Term:	Permanent, Full Time.
Hours:	36.25 hours per week. 8.30am to 4.15pm including a 30-minute lunch break (these hours can be flexible)
Pay Range:	Salary PARIS Band 5, points 19 to 22, actual: £28,990 to £30,472 (term-time, plus 3 additional weeks as arranged with line manager to meet the needs of the service)
Reporting to:	School Business Manager

Stretford Grammar School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Main Responsibilities

The Finance Manager reports directly to the School Business Manager and assists the Senior Leadership Team. The Finance Manager may act as Clerk for the Governors committees subject to demand.

The role of the Finance Officer is varied and demanding. You will be required to multi task, be flexible in your approach to the role, be organised, be strategic in your thinking and have excellent interpersonal skills.

Specific Responsibilities

1	Specific Duties
-	To assist the SBM in the administration of the financial software, including departmental bidding, reprographics and goods and services.
-	To monitor expenditure against budget headings and report and variances across all cost centres to the SBM.
-	To assist in the monitoring and development of effective systems of financial accountability and control in line with the school's financial requirements.
-	To assist the SBM with matters relating to accounts and audits regarding preparation and audit of annual accounts
-	To work closely and in confidence with the SBM to ensure that the school meets statutory requirements.

To be responsible for implementing the following and ensuring that each task is carried out as defined in the corresponding procedures:

- a. Obtaining quotes for purchases in accordance with the school's financial procedures manual.
- b. To process all orders and invoices ensuring that the school complies with the authorisation levels as prescribed within the school financial procedures manual.
- c. To deal with queries relating to payments and deliveries.
- d. To account for VAT and submit claims to the LA/HMRC for refunds of VAT back to the school.
- e. Checking invoices and expenditure items for accuracy including amount and frequency so as to safeguard against errors.
- f. To raise cheques and BACS transfers for approved payments to suppliers, ensuring that all payments are properly authorised and approved.
- g. To process all petty cash requests and input transactions onto the school's finance software and ensure appropriate use of the school's bank accounts.
- h. Process all financial transactions/activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries)
- i. Reconcile accounts
- j. Produce financial reports on current and future variations in income, expenditure and trends to inform school-wide decision-making - including liaising and reporting to the Local Authority
- k. To produce reports using a variety of packages as required.
- l. To assist in ensuring that all Government Grants, e.g. Pupil Premium and Bursary expenditure are appropriately accounted for and individual pupils' allocations are recorded.
- m. Manage stocks of supplies and consumables
- n. Using the school's management software, to invoice and accurately account for the banking of all income, including lettings, trip money and all monies raised for charity events and to liaise with staff and pupils in respect of school trip payment requirements.
- o. To undertake relevant training in order to process transactions using Fundsmaster software.
- p. To assist with the maintenance of systems affecting the school, e.g. Bromcom, Parago Asset Management, MyChildatSchool, Vericool Cashless Catering and Fundsmaster
- q. To assist the SBM with month end and year end procedures.
- r. Investigate and resolve any creditor or debtor queries reporting any issues to the Business Manager

Where appropriate, and in accordance with the card use policy, purchase goods using the school's purchasing card, entering the appropriate commitment onto Bromcom

Undertake all general administration and housekeeping for the MyChildatSchool system and act as point of contact for all parents and staff. Deal with all queries and discrepancies

-	Assist with the cashless catering system, reporting, school lunch money collection via Bromcom
-	Action approved Bursary claims using the school system.
-	Support payroll processes, enter claims and support staff accessing and recording data on iTrent.
-	Collate overtime and incidental pay/expense related claim forms and check for accuracy. Code, pass for signature and forward to HR in line with published deadlines retaining a copy for the school for reconciliation purposes.
-	Undertake administrative duties, such as reception, filing, and document preparation.
-	Attend and support at Open Evening or other relevant events as deemed necessary by the Headteacher or SBM
-	To attend relevant training courses as and when required and be aware of future developments regarding Academy status, the financial implications and accounting requirements.
-	To undertake other duties as required by the Headteacher and Senior Leadership Team commensurate with the grade of the post, including exam invigilation cover.
-	To participate in Performance Management review annually.
2	The school
-	Ensure that all school policies are adhered to and consistently implemented.
-	Treat all members of the school community with courtesy and respect, having regard for their health and wellbeing.
-	Carry out administrative duties as required by the school or Headteacher
3	Health and Safety
-	Comply with safety rules and procedures relevant to the subject and the whole school.
4	Safeguarding
-	To ensure that you are aware of the key policies relating to safeguarding and play an active part in keeping children safe in school
5	Core Values
-	Display a deep commitment and empathy to the values and vision of the school through the demonstration of Ambition, Respect, and Endeavour in daily work and ensuring every child has an opportunity to 'shine'.
-	High standards of professionalism with regards to confidentiality and discretion
-	A willingness to take on other roles and responsibilities within the team
-	Be able to conduct your work with empathy, kindness and good humour
-	Genuine passion and belief in the potential of every student
-	A commitment to the safeguarding and welfare of all students
6	About this Job

-	This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and may be subject to modification or amendment at any time after consultation with the post-holder, Business Manager, Headteacher/or his representative.
-	The Governing Body is committed to the safeguarding and welfare of children and young people. It expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.
Signed:	
Date:	

Post: Finance Officer

Qualities and Attributes	Essential	Desirable	Evidenced by
Educated to GCSE (good grades in Maths & English)	✓		Application
In possession of or willing to train towards a relevant ACCA, AAT, CIMA or CIPFA accountancy qualification	✓		Application
Experience, Knowledge and Skills			
Some experience of budget monitoring and account reconciliation	✓		Interview
Experience of producing standard financial reports and accounts		✓	Interview
Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	✓		Application/ Interview
Experience of school finance systems.		✓	Application/ Interview
A good level of ICT competence	✓		Application/ Interview
A basic knowledge of the financial workings of a school		✓	Application
Knowledge of computer systems including spreadsheets.	✓		Application/ Interview
Excellent organisational, planning and prioritisation skills	✓		Interview
Ability to show sensitivity and objectivity in dealing with confidential issues	✓		Application/ Interview
Strong interpersonal skills with outstanding oral and written communication skills	✓		Application/ Interview
Ability to work with specific attention to detail	✓		Application/ Interview
Ability to work to deadlines with minimum supervision	✓		Application/ Interview
Display commitment to the protection and safeguarding and of children	✓		Application/ Interview
Personal Qualities and Characteristics			
An effective team player who can think and work independently	✓		Interview
A good health and attendance record	✓		Application
Able to work under pressure, meet deadlines	✓		Interview
Resilient	✓		Interview
Flexible and willing to undertake new tasks as the role evolves	✓		Interview

Reflective and proactive	✓		Interview
A commitment to the responsibility for and practices concerned with the promotion of the welfare and safeguarding of young people	✓		Application/ Interview