Job Description

Job Title: Finance Officer

Location: Elveden C of E Primary Academy

Salary: NJC Support staff Scale Grade 4 (FTE £20,903)

Hours of Work: 15 hours per week, Mon-Fri (1pm – 4.00pm), 42 weeks per year (39 weeks term time)

Responsible to: Headteachers

Post Objective: To manage and monitor the academies financial resources and provide transactional delivery of the accounting system in line with the academies financial controls.

Main Duties and Responsibilities:

• Prepare the annual estimates of income and expenditure.

• Produce regular reports in conjunction with Schools’ Choice to assist in the delivery of management accounts for informing the wider process of the budgetary cycle of consultation, decision making, monitoring and review.

• Preparation of financial returns for the EFA, Governing Body, Accountant and other central and local government agencies within statutory deadlines including rating assessment and VAT liabilities.

• Monitor best value purchase for all supplies and services to ensure the effective use of resources.

• Implement DFE and the Trust financial audit reporting requirements and structure changes into the accounting system.

• Implement new budget at the beginning of the year onto Finance system ensuring balances agree with budget agreed by Governors (or equivalent)

• Ensure processes are followed for year-end audit.

• Monitor budgets on a monthly basis to identify possible overspends and report to the Headteachers.

• Work with Responsible Officer on quarterly audit inspections; when required submit accurate records for analysis by auditors, and be prepared to discuss and explain all entries.

• Maintain records of Direct Debits and Standing Orders and update as required.

• To undertake responsibility for the day to day administration of the academy’s financial administration including:

* Ordering goods
* Authorising orders (up to limits of delegated authority)
* Receiving goods
* Processing invoices
* Authorising invoices (up to limits of delegated authority)
* Processing cheques, BACS to suppliers
* Signing cheques (up to limits of delegated authority)
* Banking of income
* Maintenance of the Academy Fund accounts (including receipts and payments)
* Process and oversee all debit card spending and carry out monthly reconciliation process
* Liaise with insurers regarding claims as required.
* Monitoring of payments to the various pension schemes and other salary connected payments in which the Academy participates.

General

• Liaison with other departments and support staff over matters relating to Finance and whole-school issues.

• Attendance at staff meetings and INSET activities where relevant.

• To uphold and actively support the academy’s policies and procedures.

• Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.