



West Park

'A caring school where we put pupils and their achievement first'

Job Description

Post: Finance Officer

Reporting To: School Business Manager

Role

- To assist and advise in the management of school finances.
- To undertake responsibility for the routine procurement and book keeping functions of the school.
- To provide financial and management information as required.
- To supervise the letting of school facilities and maximise income.

Duties and responsibilities

- To supervise the sales, purchase and nominal ledgers and to input data as necessary.
- To manage the cash book, input of data and ensuring that bank reconciliations are completed monthly or as appropriate.
- Provide administrative support with catering transactions, stock reconciliations and catering management accounts with variance commentary.
- Support with providing budget monitoring for Governors, Head and Budget Managers.
- To analyse and monitor whole school and departmental budgets and provide advice and assistance as necessary.
- To maintain and manage VAT records and produce the monthly VAT return.
- To produce virement reports as necessary.
- To manage Parentpay and school input to the cashless catering system.
- To assist the Head and School Business Manager in the preparation of multi-year budgets.
- To assist with month end closure including monitoring department and cost centre expenditure, highlighting any variances or overspend to the School Business Manager. Completing monthly prepayment and accrual journals.
- To supervise the purchase and procurement process including the preparation of BACS and cheque runs.
- To assist with the maintenance of the fixed asset register.
- Support the Business Manager with filing reports and notices with Companies House and the Charity Commission and take a leading role in the preparation of related information.
- To maintain a register of business interests for all key staff.
- To provide information for management and audit purposes as required.
- To organise school transport requirements as necessary.
- To assist with review of contracts, tendering of contracts and receiving quotes in line with the Scheme of Delegation.
- Review of Termly SEN funding.
- Completion of year end procedures.
- To complete monthly prepayments and accruals.

You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature

ATTRIBUTES	REQUIREMENT	
	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good standard of general education up to 'A' level standard or equivalent 	<ul style="list-style-type: none"> • Attainment of AAT Level 3 qualification or relevant. A level or 3 years relevant experience may be considered as equivalent
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • 3 years' experience of working in a finance role • Accounting and book keeping experience 	<ul style="list-style-type: none"> • Work experience in a similar / related post • Knowledge of school financial regulations and procedures • Experience of using Accounts Software
SKILLS	<ul style="list-style-type: none"> • Ability to work accurately, with meticulous attention to detail • Ability to establish and maintain effective clerical and administrative systems • Ability to use initiative • Proven organisational skills • Excellent interpersonal skills • Excellent IT skills – MS Office Suite • Self-motivated • Ability to work independently and take decisions when appropriate • Ability to prioritise workload • Ability to work speedily and efficiently 	<ul style="list-style-type: none"> • Experience managing a finance team
ATTITUDE AND TEMPERAMENT	<ul style="list-style-type: none"> • Adaptability • Reliability • Dedication • Commitment • Integrity & discretion • Resilience 	