

Wrotham School – Job Description

Name	
Position	Senior Finance Officer
Salary Scale	Kent Range 9
Responsible to:	Headteacher and Finance Director
Responsible for	
Start Date	1 st February 2018

1. PURPOSE OF JOB

Provide a wide range of administrative and controlling duties within the School, in supporting both teaching and support staff.

2. PRINCIPAL ACCOUNTABILITIES

Line management of:

Finance Office:

- Maintain financial systems and procedures in accordance with ESFA financial regulations.
- To ensure the smooth running of the Finance Office and staff, which includes purchase orders, suppliers invoices, bank reconciliations, timely payment of suppliers and statutory payments, collection and banking of money received, preparation and payment of salaries, including the statutory returns to HMRC, TPS and LGPS. Maintain staff records for the purposes of salaries as well as any records required for audit purposes of such staff.
- To carry out monthly bank reconciliations and maintain the necessary records for audit purposes.
- To reconcile invoices to lettings and receipts with the 3G manager to ensure that all funds are banked accordingly.
- To reconcile and submit the monthly VAT return.
- To manage the accounting package, ensuring that periods are closed correctly and that postings are made to the correct date and period.
- To distribute on the close of each month period, budget reports to all budget holders, the Head Teacher and Executive Head Teacher.
- To ensure that the school credit card is only used for school purposes and that the necessary authorisation is obtained before use. To monitor that all postings of the credit card are monitored so that they are up to date, in particular by the last working day of the month.

Canteen Control:

- To ensure the smooth running of the Canteen by assisting when necessary with any problems that may arise from time to time. This would include having monthly meetings with the catering manager to discuss staffing, gross profit levels and monthly budget reports.
- Report any problems that you are not able to manage to either the Finance Director or the Head Teacher.

Wrotham School – Job Description

Site Control:

- To ensure that any site problems reported to the site team are prioritised accordingly and carried out in a satisfactory manner. To make sure that a full schedule of
- work to be carried out is prepared by the site manager at least on a weekly basis and that these works are carried out.
- Report any problems that you are not able to manage to either the Finance Director or the Head Teacher.
- That during each holiday the site team schedule work to be carried out and that these are carried out.

Cleaning Contract:

- To oversee the cleaning contract within the School and to ensure the highest standards of cleaning is achieved. Report any problems that you are not able to manage to either the Finance Director or the Head Teacher.

School Trips:

- To oversee the administration of the trips carried out by students of the School and review the procedures from time to time to improve the efficiency in the administration of trips.

Health and Safety:

- To oversee the Health and Safety of the School, by holding termly meetings with heads of departments, ensuring that any problems raised at these meeting are dealt with timeously. To ensure that all departments have up to date risk assessments.

Support Staff:

- Record holiday requests from staff

General:

- Respond to general queries via the telephone from the LA, other schools, suppliers, customers, parents and pupils ensuring that that all queries are dealt with effectively and in accordance with the Academy Financial procedures in order to maintain an efficient service.
- To carry out other reasonable tasks from time to time as directed by the Principal and Finance Director.

3. JOB CONTEXT

The post-holder is a member of the school's finance team but would be expected to use their knowledge to resolve routine problems there is, however, regular support and supervision available.

The post holder is responsible for ensuring that invoices, receipts and staff payments are processed and recorded in the school's computer systems within strict deadlines and in accordance with ESFA Financial Handbook.

Wrotham School – Job Description

NOTE:

This Job Description may periodically be varied after consultation with the post holder.

Signed Headteacher

Date

Signed

Date