

Finance Officer Job Description

Finance Officer: Scale 6 £27,978- £28,992 per annum pro rata
Hours: 21 hours a week - Term time only
Reports to: Head Teacher

MAIN PURPOSE OF THE JOB

The Finance Officer is responsible for providing an efficient and accurate finance and accounting service to the school, also supporting with budget management and reporting, data analysis, payroll administration, reconciliations and submission of returns.

Main Finance Duties:

- Ensure that procedures for ordering and invoice certification are in place and adhered to, and invoices are encoded using the appropriate Budget/CFR Code against the correct department.
- Place orders for all materials and equipment - arrange for the return of defective or unwanted goods asap and liaise with the supplier by phone/email.
- Using the agreed budget to monitor and control performance to achieve value for money
- Match delivery notes with invoices, ensuring goods have been received, prices are correct, and item amounts as ordered.
- Investigate queries relating to invoices/orders and resolve them, to enable timely payment.
- Balance and enter credit card expenses monthly, ensuring spend is within credit limit and timely payment made.
- Carry out monthly bank reconciliation and prepare monthly reconciliation statement.
- Prepare and process monthly VAT return to local authority by email, to requirement specifications and deadlines, copy in SBM after sign off and save in VAT folder.
- Prepare every monthly period end and close each month's accounts before beginning the next period month.
- Maintain Budget spreadsheet with all relevant changes to staffing hours, pay scales, etc, in line with staff changes.
- Undertake the input of all income received into RM Finance.
- Assist SBM with accounts and their preparation for Governors and meetings as required.
- Prepare Quarterly Returns and receive sign off before sending to the LA.

Determination, Honesty, Courage, Ambition, Kindness and Respect.

- Prepare and carry out all procedures and work for annual Year End including system housekeeping, correct carry forward, update Budget Spreadsheet, and necessary returns to LA for the new financial year.
- Prepare and carry out work for the Annual Budget Setting, including inputting all staff salaries, pay numbers, years of service and TLRs etc.
- To ensure all LA deadlines are adhered to, including annual returns, quarterly returns, and monthly returns.
- Ensure Amazon and all online orders and transactions are ONLY received from nominated and authorized staff before sign-off by SBM/Headteacher.
- Support SBM with all income generation initiatives, researching, projecting, preparing and monitoring projects.
- Monitor all contracts with suppliers and SLAs with the LA to ensure Best Value and effectiveness.
- Prepare BACS for designated signature and authorisation, in accordance with London Borough of Haringey's Finance Handbook ensuring accurate recording on finance systems.
- To ensure invoices received are paid within 30 days or as stipulated on the invoice.
- Assist the School Business Manager with Procurement of materials, equipment and services as required, having regard to Value for Money and ensuring that the most competitive prices are obtained for the school - checking the full and safe receipt of goods and services.
- Prepare reports of income and expenditure for consideration by the SBM, Headteacher, and Governors, at Governors Termly Resources Meeting.
- Work alongside the IT, and Administration Team with the maintenance of records relating to the acquisition of assets, ensuring it is up to date, liaising with budget holders as required.
- Check payroll on a monthly basis accurately and prepare journal and enter into RM Finance.
- Check VAT payments to contractors following HMRC procedure to report for intermediary's legislation (IR35).
- Set up finance records at the beginning of the financial year and archive the previous years.
- Ensure regular budget checking and virements follow the LA's finance procedures.
- Create waivers for contractors if necessary in line with the LA's finance procedures.
- Assist with reception duties morning and afternoon in the School Office, as and when needed.

Lettings:

- Responsible for calculating charges, sending reminders, invoicing, collecting and banking income for lettings.

- Ensure Lettings Policy is followed and recommended amends are made in line with day-to-day practice for governor sign off.

RM Finance and Finance Services:

- Maintain and assist in the management of the data on the school's RM Finance accounting system.
- To be responsible for filing and security of the school's financial records.
- Liaise with Auditors and staff from Haringey Finance.
- Record and bank all monies received into the school, school journey monies, main fund, trips and visits, collections etc. via Worldpay/Scopay and in accordance with the LBH Finance Manual.
- Process and enter Worldpay/Scopay invoices/income
- Enter invoices, credit notes, and income etc accurately on RM Finance
- Monitor online banking entries regularly and ensure cash flow is in order.
- Monitor and accurately administrate Lloyds BACS.

Statistical and Computerised Duties:

- Assist in maintaining the school's MIS system, including assisting for Census returns – assist the accurate CENSUS submissions to LA after securing authorisation from SBM and Headteacher, and downloading files, profiles from the LA as necessary.
- Carry out desk research and create excel spreadsheets as and when required.
- Demonstrate as required, to clerical, support and teaching staff, the use and capability of the MIS.
- Compose and type correspondence and other documentation as required including items of a confidential nature.
- Check, retrieve and respond to emails sent to the finance office on a daily basis forwarding as necessary to relevant staff.
- Keep an audit of consumables needed within the Administration and Senior Management Teams so spare items are always in stock.
- Assist the ICT Lead and SBM with asset management and maintain an accurate and up-to-date list of items belonging to the school in line with the LA's Finance Manual.
- Create and keep an orderly and well organised filing system of all finance files, and where necessary, maintain personnel and pupil files.

Other Duties:

- Ensure the safe evacuation of school office staff and the monitoring of all such staff in the event of an emergency.
- Accept additional responsibilities like First Aid training as and when required.

- Any other duties within the scope of this function as directed by the Headteacher and SBM.
- Support the SBM with the management of Health and Safety records for the school site – creating and maintaining an effective filing system and up-to-date records

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties and responsibilities of this post may vary from time to time according to the needs of the service. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties. Including duties normally allocated to posts at a lower responsibility level in pursuance of raising pupil achievement and effective team working.