



Job Description & Person Specification

Job title	Finance Officer
Hours of work	37 hours per week all year round
Employment status	Permanent full-time
Pay grade	Grade F, spinal points 9 - 11
Annual salary	£20,903 - £22,183
	Salary level will be dependent upon experience and relevant skills

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

The postholder will be responsible for undertaking routine administration to support the School's Finance function.

Responsible to

Finance Manager and Business Manager, who has overall responsibility for all support staff.

Contacts

Effective working relationships will need to be established with a variety of internal stakeholders to include the School Leadership Team (particularly the Headteacher and Business Manager), Finance Manager, Finance Team colleagues, HR Manager, the wider school community, parents and pupils. Liaison with external stakeholders will include a wide range of suppliers, internal and external auditors and lettings customers.

Responsible for

Undertaking financial administration in respect of both the purchase and sales ledger and to carry out general administration duties that support the Finance Department.

Key Tasks

1. Place purchase orders accurately for a range of staff
2. Assist with the recording of delivery receipts
3. Entering commitments via the school finance software system
4. Input of order and non-order invoices
5. Review of outstanding purchase orders
6. Management of aged creditors, in conjunction with supplier statements, and investigate unidentified items
7. Support and completion of the weekly BACS run
8. Undertake routine purchase ledger administration and recording of ad-hoc banking
9. Administration of credit card purchases and reconciliation of credit card statements
10. Effective management of aged debtors
11. Effective management of restricted funding i.e. Pupil Premium
12. Weekly reconciliation of bank statements

13. Record information in respect of student lockers
14. Control and balance the petty cash account
15. Variance review of monthly payroll
16. Support of monthly payroll process
17. Assist with the management of fixed assets
18. Administration of lettings, from initial enquiry, invoicing and reconciliation thereof
19. Liaising with the Events Manager to support school trip/events when required
20. Providing support to the Finance Manager and Deputy Finance Manager as required, particularly during periods of absence

Other Duties

This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Data Protection

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to upon appointment. All staff are required to read these policies annually and to adhere to them.

The closing date is: 8.30am on Wednesday 5th May 2021

Interviews: Will be held within a fortnight of the closing date



Person Specification

Qualifications	Essential	Desirable
At least 5 GCSEs or equivalent at C grade or above to include English and Maths	•	
Minimum A-level or Level 3 qualifications		•
Relevant accounting/book-keeping qualifications		•
Experience	Essential	Desirable
Competent in the use of Word and Excel	•	
Experience of accounting/book-keeping	•	
School accounting experience/use of school software package		•
Experience of processing payroll		•
Experience of working in at least one primary or secondary school		•
Personal Qualities	Essential	Desirable
Possess honesty and integrity	•	
Meticulous attention to detail	•	
Be able to work successfully within a team	•	
Organised and efficient	•	
Ability to work under pressure, prioritise and meet deadlines	•	
Possess excellent verbal and written communication skills	•	
Employ discretion and demonstrate a clear understanding and appreciation of confidentiality	•	
Ability to use own initiative	•	
Positive attitude to personal development and continuous professional development	•	
A friendly disposition and good sense of humour	•	
Smart appearance	•	