

Parrs Wood High School

Finance Officer

Grade 4 – £18,672 - £20,541

35 Hours per week, All Year Round

12 Months Fixed-Term Contract (Maternity Cover)

Parrs Wood High School is seeking to appoint a capable, dynamic and focused Finance Officer to join our Finance Team and to provide high quality financial services in support of the school and the Trust.

The vacancy arises following the creation of a new academy as part of a new Multi-Academy Trust for Manchester and the region. Building on the longstanding success of Parrs Wood High School, the Greater Manchester Learning Trust aspires to create a family of schools providing an outstanding educational experience at all phases.

The successful candidate will meet the person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

For a full job description, person specification and application form please visit our **website pwhs.co.uk –Vacancies**

Closing date for applications Friday 15th February 2019 at 12.00 noon

To start on 1st April 2019

JOB DESCRIPTION

Job Title: Finance Officer

Grade 4 - £18,672 - £20,541

Responsible to: Finance Manager

Main Purpose of the Job:

Under the direction of the Finance manager to provide an efficient, responsive and high quality finance service in support of the academy. This involves:

- Supporting the operational day- to-day financial transactional needs of the Academy e.g. in terms of the processing of orders and invoices, cash and banking systems.
- In the absence of the Finance Manager to support the production of both monthly and annual accounts.
- Supporting Budget Managers by ensuring the provision of up to date budget, forecast and financial information.
- Awareness of, compliance to, statutory and academy policies and procedures relating to the role.

Main Duties and Responsibilities:

Purchase orders and purchase invoices:

1. Set up of new suppliers approved in the finance system and ensuring credit terms are adhered to.
2. Produce purchase orders following the agreed approval system to be sent to suppliers.
3. Receive and log purchase invoices from suppliers and to match and check against purchase orders.
4. To seek the appropriate authorisation of invoices following the Academy's scheme of delegation.
5. To process purchase invoices for payment within agreed payment terms.
6. To deal with queries on invoices received.
7. To make supplier payments by BACs or cheque.

Catering:

8. To record transactions and balances
9. To ensure that all students entitled to receive free school meals are recorded as such

Lettings:

10. To record lettings and related income

Parents:

11. To manage the Parent payment system and related cashless payment system

Sales orders and sales invoices:

12. To set up new clients approved in the finance system.
13. To raise sales invoices from requisition forms received.

Cash and Banking:

14. Monthly reconciliation of the Academy's petty cash, bank account and credit card statements.
15. Processing of petty cash and staff re-imbursments eg. Staff travel claims.

Management Accounting:

16. To provide up to date, efficient and effective financial reporting on which control of delegated budgets will be managed.
17. To ensure appropriate reports are distributed to relevant budget managers.
18. To assist with month end routine close down procedures.
19. To assist with internal recharges.
20. To create journal and BACs payments for student bursary.

Other Duties:

21. To provide the academy's Responsible Officer and external auditors with source documents or information requested through the course of their audits.
22. To oversee the academy's insurance policies and to make relevant claims.
23. To contribute to the development and maintenance of financial systems and processes.
24. To maintain orderly filing systems for all financial records including purchase orders, sales invoices, purchase invoices, bank statements etc. to audit standard.
25. To deal with general finance queries.
26. To coordinate staff and student rewards.

General duties and responsibilities:

27. To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the role.
28. To safeguard the welfare of children.
29. To report risk to a member of SLT.
30. To keep the Trust Director of Finance fully informed of all matters that they are involved in and initiatives they undertake.
31. To cover for absent colleagues, as appropriately required.
32. To participate and attend meetings and training as appropriate including INSET days.
33. To keep up to date with financial regulations and related policies and advise appropriate staff accordingly.
34. To take an active role in own professional development in line with performance management objectives and the experience/ career development grading scheme.

35. Co-operate with the employer on all issues to do with health, safety and welfare.
36. To ensure confidentiality is maintained at all times.
37. To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
38. To actively support Academy Initiatives and the Academy's Mission Statement.
39. To converse at ease and provide advice in accurate spoken English is essential for the post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

The Academy is committed to safeguarding and promoting the welfare of children. We therefore follow safer recruitment procedures and successful candidates are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service, along with other pre-employment checks.

PERSON SPECIFICATION

Finance Officer

For this job we are looking for:

Experience of working in an administrative and finance support environment.

Effective written and verbal communication skills to liaise with a wide range of people at all levels.

Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales.

Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information.

Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems.

Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems.

Excellent numerical skills to check and record accurate financial information

Ability to keep accurate financial records and maintain an efficient filing system.

An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.

Good organisational skills to meet any financial deadlines as required throughout the school financial year (eg. ESFA expectations, governor/Trustee deadlines)

Willingness to attend any training courses as may be required in the future.
Have a general knowledge and awareness of the regulatory framework of schools and education.

Have the ability to relate well to children and adults.

Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

The roleholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).