

Job Description

Position Title	Finance Officer
Location	Pathfield School
Reporting to	Business Manager
Grade	D
Directorate/Section/School	

Job Purpose:

To support the Business Manager with the day-to-day administration of purchasing and income processes including processing orders with suppliers, entering invoices, recording income, petty cash, supporting with trips and visits and maintenance of inventories.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main Duties and Responsibilities:

- Processing purchase orders, ensuring they are appropriately authorised by the budget holder and compliant with the purchasing policy with appropriate value for money evidence as required.
- Raise annual orders at the start of each financial year.
- Dealing with any queries from suppliers or purchasers regarding orders placed by the College.
- Entering invoices received from suppliers onto FMS (finance system) having verified their accuracy and any bank detail changes independently.
- Prepare weekly payment run.
- Supporting the premises team with orders to ensure they are delivered to the correct departments/locations.
- Maintaining and updating FMS as necessary, ensuring correct cost centres and ledger codes are used.
- Complete finance journals for department re-charges for items such as photocopying.
- Overseeing and ensuring statements are checked and copy invoices requested when needed.
- Ensure budget holders are able to access the correct information on FMS.
- Have an awareness of departmental spending, flagging up any concerns to the Business Manager and providing balances when requested by Heads of Department or the Senior Leadership Team.
- Processing receipt, banking and recording of all income, including shop and trip/visit/charity events income on Parentpay. Produce a weekly summary of online income received. Ensure timely banking of all cash funds. Raise internal and external invoices.
- Assist with school lettings and raise invoices.
- Verification and reimbursement of petty cash (imprest) expenditure, processing of credit card transactions and entry into correct budget headings in FMS. Preparation of monthly petty cash file for central reimbursement.

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- Monitoring of the school's use of utility commodities, such as water, electricity and gas, using spreadsheets to provide management information.
- Responsibility for ensuring that the inventories are kept up-to-date and for organising the annual check of the inventories.
- Ensure the online payments system for parents is operating and linking appropriately and set up approved trips, visits, clubs. Maintain the school shop online including maintenance of stock levels.
- Dealing with any queries or questions from parents and staff on trips and visits payments and ensuring the necessary permissions forms for every pupil are held, recorded and updated as required.
- Ensure trip suppliers are booked and paid to meet trip deadlines.
- Ensure dinner money is collected and balanced on a weekly basis
- Carry out Free School Meals/Pupil Premium Grant checks and maintain a database.
- Maintain Nursery register of bookings and ensure payment of sessions as required.
- Maintain Breakfast & After School Club registers and ensure payment of session fees.
- Maintain Holiday Club registers and ensure payment of session fees with assistance of the Holiday Club Manager.
- Manage funding entitlements, eg childcare vouchers, tax-free childcare, 30 hours free childcare including Headcount.
- Undertake Employment Status Indicator (ESI) checks for individuals.
- Liaise with auditors as and when required.
- Have an overall awareness of the need to match spending to budget, alerting the Business Manager to potential overspending.
- Ensure all financial records are kept accurately, approved correctly, e.g. regularly checking for, and cancelling, out of date orders and maintain the archive store.
- To account for VAT correctly and in accordance with DCC requirements.
- To ensure all procedures are carried out according to DCC Financial Regulations.
- The role is varied and will require a great deal of initiative and self-prioritising.
- Direct line management will be with the Business Manager.
- The job holder will be expected to determine their own priorities within the role, but to seek guidance to resolve more complex issues.
- To cover reception duties on a rota basis and other admin absences when needed.
- Undertaking any additional duties as assigned by the Business Manager and agreed by the post holder.

Support the School:

- Be a welcoming, first point of call to parents, children and visitors.
- Being aware of and complying with policies and procedures, including child protection, health safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Participating in training and other learning activities as required.
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Respecting confidentiality.

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- Promoting the school at all times.

This is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

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Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management of people	<ul style="list-style-type: none"> ◦ Ability to work independently but still within team framework 	◦	◦ Application form and interview
Experience	<ul style="list-style-type: none"> ◦ Appropriate finance experience preferably in an education setting ◦ Strong administration skills ◦ Ability to manage change and implementing new systems/procedures 	◦	◦ Application form and interview
Practical Skills	<ul style="list-style-type: none"> ◦ Ability to work flexibly and respond to unplanned situations ◦ Efficient and meticulous organisation ◦ Proficient IT skills 	◦	◦ Application form and interview
Communication	<ul style="list-style-type: none"> ◦ Excellent verbal and written communication skills ◦ Ability to explain financial concepts to non-financial members of staff 	◦ Experience of managing conflicting situations whilst maintaining a calm approach	◦ Interview
Personal Qualities	<ul style="list-style-type: none"> ◦ Diplomatic and patient approach ◦ Positive attitude ◦ Ability to build and maintain excellent working relationships 		◦ Interview
Strategic Thinking	<ul style="list-style-type: none"> ◦ Effective planner and problem solver ◦ Able to adapt to Finance needs on a daily basis 		◦ Interview
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Excellent IT skills ◦ Capability to learn new software packages 	◦ Previous SIMS/FMS experience	◦ Application form and interview
Education and Training	<ul style="list-style-type: none"> ◦ Literacy and Numeracy to GCSE/A Level ◦ Excellent knowledge of principles and methods of financial controls 	<ul style="list-style-type: none"> ◦ Relevant finance qualification ◦ Good standard of education 	◦ Application form and interview
Equal Opportunities	<ul style="list-style-type: none"> ◦ Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations. ◦ Demonstrate knowledge at Interview 		◦
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary. 		◦ OH1
Other relevant factors	<ul style="list-style-type: none"> ◦ Commit and conform to DCC Customer Service Standards. ◦ This role requires the ability to fulfil all spoken and written aspects of the role with confidence and fluency in English. 		◦