Oriel High School

Finance Officer Job Description

Post:	Finance Officer
Reporting to:	School Business Manager
Hours:	Term Time only plus 5 inset days plus 5 days - 37 hours per week (half hour lunch unpaid)
Salary:	Grade 8 - 9
Location:	Oriel High School Maidenbower Lane Maidenbower Crawley West Sussex RH10 7XW
Responsible for:	Finance Assistant

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Plus any other duties as directed by the Headteacher.

Main Duties Include:

School Budget Accounts:	**To oversee the administration of the school budget, including:** ■ Preparation of the School's annual budget for discussion with Business Manager and for approval by Governors. ■ Carry out all monthly and year-end processes and reconciliations to meet deadlines set by School's Finance ■ Reconciling overnight transfer and subsequent clearance of suspense items and outstanding salary commitments. ■ Authorisation of orders where necessary. ■ Checking and authorising invoices. ■ Processing weekly BACS payment run. ■ Reconciling main school's bank account ■ Reconciliations of the school credit cards. ■ Reconciliation of VAT saver scheme. ■ Liaising with School's Financial Services re: Bromcom. ■ Responding to staff queries re: budgets, orders and general finance. ■ Production of staffing and curriculum cost projections for budget planning. ■ Budget monitoring and preparation of budget information as required by the Business Manager, Headteacher, Subject Leaders. ■ Preparation of budget reports to be presented at Buildings & Finance Governor meetings. ■ Keeping a record of budget virements. ■ Preparation of financial documentation for Auditors. ■ Ensuring all income is invoiced/claimed on a regular and timely basis. ■ Liaison with Head of 6th Form to oversee and administer Sixth Form Bursary funding. ■ Assist the Business Manager/Headteacher and Governors of the Finance

	committee to comply with the Schools Financial Value Standard (SFVS).
School Fund Accounts:	**To oversee the administration of the School Fund Account including:** ■ Preparing year end accounts summary and ensuring annual audit is carried out ■ Monitoring balances on individual cost centres and overseeing the work of the Finance assistant in reconciling the accounts. ■ Receive, record and bank miscellaneous income, including parental donations, school visits' payments and sales in accordance with financial regulations ■ Creation and monitor of payment items on Parentmail (non-trip related).
HR Liaison:	**To work closely with the HR Officer in order to:** ■ Manage staff contract information in Bromcom and liaise with WSCC about contract changes. ■ Submit monthly expense claims and claims for hours (Doc33/Doc35/TMMS). ■ Be involved, as necessary, in appointing staff to clerical, administrative and support staff posts, to ensure that high-quality staff are recruited.
Trips & Visits:	**To work closely with the Trips & Visits Coordinator to oversee the finances of trips & visits including:** ■ Monitoring the receipt of contributions from parents ■ Ensuring suppliers are paid accurately and on time ■ Summarising the overall financial position with regard to trips & visits for the Business Manager and Governors
Other Duties:	**Ad-hoc duties:** ■ Manage finances on behalf of the West Sussex Secondary Heads Association, to include raising invoices, paying conference expenses and producing annuals accounts ■ Manage finances relating to the annual School Production – to include sale of tickets, paying suppliers and any fundraising activities, e.g. proceeds from raffle and interval refreshments ■ Manage finances relating to any other fundraising activities across the school, e.g. non-uniform days, sponsored walk, bake sales, etc.
Management:	**Management of the Finance Assistant:** ■ Supporting and assisting with daily tasks. ■ Carrying out regular performance management appraisals. ■ Covering workload during times of absence.
CPD:	■ To follow a mutually agreed programme of continuing professional development.