

Job Description: **Finance Officer** (Grade 5: FTE £28,142 – paid pro rata approximately £22,800)

35 hours per week, 38 weeks per year plus 5 INSET days

Core Purpose:

- To assist the Finance Manager in all aspects of school finance.
- Take the lead with orders for goods, supplies and services, ensuring that they have been properly authorised and approved by the appropriate budget holders

Main duties and responsibilities include:

- Take responsibility for the invoices and orders inbox ensuring mail is dealt with in a timely manner
- Be the first point of contact regarding purchase orders
- Monitor processing of invoices ensuring the correct coding is used
- Assist budget holders with any queries where required
- Monitor as directed, delivery of goods, products and services and chase up any outstanding orders where required.
- Payment and administration of debit card purchases
- Monitor expected monthly expenditure
- Keep student expenditure records for ringfenced income e.g. PEP/EHCP
- Journals as required by Finance Manager
- Ensure all purchase orders are compliant with the Finance policy
- Ensure purchase orders are entered onto FMS so that commitments are being reported
- Monitor unauthorised invoices to ensure they are cleared in a timely manner

Special Conditions

- This post is term time plus Inset days (39 weeks)
- The post-holder will be allocated a base of work and will be reimbursed for mileage when asked to carry out work duties at other within the Altus School.
- The position is subject to an enhanced Disclosure and Barring Service Enhanced check, and you will be asked to apply for a disclosure certificate if you are offered the position.
- Promote the welfare of children and young people and at all times and ensure safeguarding policies and procedures are followed.
- Any other reasonable duties commensurate with the post and grade

Person Specification

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
Level 3 qualification in business or finance administration		D
Knowledge and skills		
Excellent IT skills including Microsoft Excel.	E	
Good communication skills both written and verbal.		
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Excellent telephone skills and manner	E	
Organised with the ability to meet deadlines.		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to take responsibility, work autonomously within agreed boundaries and expectations	E	
Knowledge of FMS and SIMS software suite		D
Experience		
Experience of FMS and school's accountancy desirable		D
Experience of budget reporting	E	
Purchase ledger experience		D
Safeguarding		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Safeguarding and Child Protection training		D
Other		
Driving license and willingness to travel	E	