



## Job Description

<b>Post Title:</b>	<b>Finance Officer</b>
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Responsibility:</b>	<b>N/A</b>

The post-holder must at all times carry out his/her responsibilities within the spirit of Tapton School Academy Trust's Policies and Procedures, in particular the policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 2002.

Chaucer School is part of Tapton School Academy Trust and we are looking to recruit a Finance Officer to join our Finance Team. The role will be based at Chaucer School in Sheffield and report to the Finance Manager.

### **Purpose of the job:**

- To provide an efficient and effective Financial Administration service to the school.
- Responsibility for a variety of Financial administration tasks.
- Support the Finance Manager by completing the day to day Finance responsibilities in school such as placing orders, raising invoices, banking and reconciling of income.

### **Responsibilities**

- To operate the school's financial systems, including processing and review of orders, deliveries and invoices.
- To assist in preparing month end reconciliations and financial reports as required
- To undertake financial tasks in accordance with agreed policies, appropriate legislation and financial regulations and standing orders.
- To place orders for goods and equipment, ensuring value for money, checking deliveries and invoices in accordance with procedures and financial regulations.
- Processing and distributing supplier payments, monitoring payment due dates
- Processing of any cash transactions, ensuring that authorisations are in place, that expenditure is appropriate and that supporting invoices/receipts are in evidence.
- To be responsible for all aspects of parental contributions, monitoring payments in ParentPay and dealing with enquiries from students, parents and other staff members regarding school trips and activities and keeping a checklist of student payments.
- To operate and control the school shop
- To operate, monitor and review staff expenses and any cash undertaking safe collection, correct handling, recording and banking in accordance with financial regulations.
- Using specific IT software packages- PS Financials accounting software, office 365
- To undertake financial tasks in accordance with agreed policies, appropriate legislation and financial regulations and standing orders.
- To operate, maintain and develop appropriate systems for financial monitoring as required e.g.: educational trips, lettings, uniform and school credit card purchases.
- Ensuring that users of the school's lettings services are communicated with relating to invoicing and bookings in cohesion with the lettings staff.
- To operate an effective and efficient educational trips system, supporting the educational visits lead from a financial element in relation to schedule of payments, ParentPay enquiries and debt collection.
- To liaise with teaching and support staff and respond to enquiries on matters within the post holder's responsibility.

- To liaise with finance teams at other school within the trust to support each other as required.
- Routine administrative support in the finance office. This includes some general correspondence with suppliers and parents, filing of information, photocopying and ensuring a continuous supply of finance forms to other staff.

### **Organisation**

- Provide assistance to teaching and support staff relating to general finance administration
- During the absence of the Finance Manager ensuring the continuation of routine scheduled duties

### **Whole School Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection
- Contribute to the ethos of Tapton School Academy Trust
- Develop professional, constructive relationships with other agencies/schools/professionals
- Participate in meetings, training and performance development as necessary
- Recognise own strengths in areas of expertise and use these to advise and support others and engage with continuous professional development recognising weaknesses and working to improve in these areas.

To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and the appropriate unions.

Any other duties and responsibilities appropriate to the grade and role All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.