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| **Job Title:**  | **Finance Officer St Clements High School*****Please note that although this post is predominantly based at St Clements high school the successful candidate could be asked to work at other locations around the Trust*.** |
| **Grade:**  | **Scale E point 18 (£18,870) to point 21 £20,541 pa** |
| **Responsible to:** | **Head Teacher**  |
| **Hours/Weeks:** | **Full time 37 hours per week 52 weeks per year** |
| **Working with:** | **Senior Leadership Team****Trust Finance Manager****Budget Holders****Trust Finance Team** |

**JOB DESCRIPTION**

**Purpose of the Job**

To assist with managing and controlling the school’s financial resources and to ensure that records are kept in a manner which satisfies the requirements of accountability, audit & financial control.

**Responsibilities**

* Assist in identifying and reporting major variances and the reasons for such variances.
* Raise orders for goods, supplies and services ensuring that they have been properly authorised and approved.
* Process invoices.
* Process BACS payments and raising cheques for approved payments.
* Ensure that all payments are properly authorised and approved.
* Maintain all data records relating to income and expenditure.
* Carry out budget reconciliation as directed.
* Produce, as directed, ad hoc reports.
* Produce excel spreadsheets as required.
* Accurately record, account for, and bank all income, including dinner money, vending machines, trip money and all money raised for charity events.
* Raise invoices in respect of lettings etc.
* Produce Budget Holder reports.
* Assist with Month End and Year End procedures.
* Liaise with the school shop ensuring order fulfilment.
* Manage the parent pay system.
* Manage cashless catering system
* Ensure that all tasks are carried out in accordance with the appropriate procedure.
* Ensure that the finance system is maintained and used to record all financial and accounting data.
* Check invoices and expenditure items for accuracy, including amount, and frequency, to safeguard against errors.
* Ensure delivery notes are retained, signed and checked to orders before invoices are paid.
* Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification cost and timescales.
* Ensure Month end checks are performed in order to eliminate inaccuracies in the accounts.
* Assist with the financial aspects of school trips, including handling of cash.
* Support with school uniform sales on appropriate days.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is a collaboration of like-minded schools within West Norfolk, although this post is currently based at St Clements High school you may be required to work at other locations within the organisation.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl |
| Level 2 Maths | **🗸** |  | Appl |
| NVQ (or equivalent) in a relevant discipline |  | **🗸** | Appl |
| First Aid Qualification |  | **🗸** | Appl |
| A willingness to successfully complete First Aid Training | **🗸** |  | Int |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working with young people  |  | **🗸** | Appl/Int/Ref |
| Good understanding of, and ability to use, relevant technology e.g. photocopier, telephone switchboard | **🗸** |  | Appl/Int/Ref |
| Good keyboard and ICT skills.  | **🗸** |  | Appl/Int/Ref |
| Excellent telephone manner.  | **🗸** |  | Appl/Int/Ref |
| Ability to relate well to students, parents/carers/guardians and other adults | **🗸** |  | Appl/Int/Ref |
| Ability to work constructively as part of a team | **🗸** |  | Appl/Int/Ref |
| Understanding of school roles and responsibilities |  | **🗸** | Appl/Int/Ref |
| Willingness to participate in development and training opportunities | **🗸** |  | Appl/Int/Ref |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ambition for self and others |  |  | App/Int/Ref |
| Good organisational and time management skills |  |  |
| Good communication skills  |  |  |
| Genuine concern for others  |  |  |
| Decisive, determined and self-confident |  |  |
| Integrity, trustworthy, honest and open |  |  |
| Accessible and approachable |  |  |
| Excellent attendance and punctuality |  |  |
| Excellent interpersonal skills |  |  |

Appl = Application form Int = Interview Ref = Reference