



## CHOSEN HILL SCHOOL JOB DESCRIPTION

**JOB TITLE:** Finance Officer

<b>Purpose:</b>	Provide support to the school finance team, with particular focus on sales and purchase ledger processing.
<b>Reporting to:</b>	Finance Manager
<b>Responsible for:</b>	Sales and purchase ledger administration
<b>Liaising with:</b>	Teaching and support Staff Students and Parents/Carers External suppliers
<b>Working Time:</b>	30 hours a week (30 minute unpaid lunch break) Term time (38 weeks) only plus the equivalent of 10 days working during the school holidays
<b>Grade:</b>	Grade 4 Point 6 to 8
<b>DBS Disclosure level</b>	All positions are subject to an enhanced DBS check as standard practice.
<b>Date</b>	May 2023

<b>MAIN (CORE) DUTIES</b>	
<p>The specific duties and responsibilities pertaining to the Student Finance Administrator are to be read in conjunction with all of the School's Protocols which should be complied with at all times.</p>	
<b>Finance Administration</b>	<ul style="list-style-type: none"> <li>• Create purchase orders and input them to Sage 200 in line with school procedures and ensuring best value is achieved</li> <li>• Process invoices in a timely manner, ensuring they are coded accurately, and review supplier statements for action, if necessary</li> <li>• Ensure supplier information is correct and maintain a list of approved suppliers</li> <li>• Create BACS payments</li> <li>• Order credit card purchases and reconcile the statements.</li> <li>• Create journals for reprographics and other charges as appropriate</li> <li>• Reconcile and pay petty cash payments and staff expenses</li> <li>• Export and email budget statements from Sage 200 to budget holders, and addressing expense queries</li> <li>• Maintain a list of authorised department signatories</li> <li>• Assist with student services</li> <li>• Monthly cash banking and petty cash reconciliation</li> <li>• Raise non-lettings sales invoices and ensure debtors are managed</li> <li>• Prepare the private funds analysis for review</li> <li>• To assist with internal and external audit enquiries</li> <li>• Any other tasks as required</li> </ul>
<b>Management Information and Communications</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.</li> <li>• To communicate effectively with staff</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>• To follow agreed policies for communications in the school</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To follow school procedures and ensure they are embedded within the Finance Department</li> <li>• To undertake any other appropriate duties, as requested by the Finance Manager and Business Manager, to assist with the efficient running of the School's Finance Department.</li> </ul>
<b>Essential Skills &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• Finance/purchase ledger experience</li> <li>• Knowledge of the use of Sage 200 accounts package</li> <li>• Computer Literate, particularly Microsoft Office, Excel, Word, mail merge and databases</li> <li>• Excellent communication skills on all levels, both written and verbal</li> <li>• Ability to respond appropriately to a wide range of enquiries</li> <li>• Ability to follow oral and written instructions</li> <li>• Ability to prioritise and manage multiple priorities</li> <li>• Ability to work under pressure to meet agreed timelines</li> <li>• Ability to work alone and as part of a team</li> <li>• Ability to plan with the team for a quality service provision</li> </ul>

<b>Essential personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Self-motivating with the ability to multi-task</li> <li>• Good interpersonal skills, and the ability to work with people at all levels.</li> <li>• Flexible and adaptable</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Good planning and organisational skills and a flexible approach to the management of work</li> <li>• To work in an accurate, timely manner and adhering to policies</li> <li>• Ability to communicate with young people, both individually and in a group setting</li> <li>• Able to build constructive relationships with parents and carers</li> <li>• Able to develop and maintain close links and work effectively with staff both within and beyond the school</li> <li>• Able to gather information and produce reports</li> <li>• Confident user of ICT</li> <li>• Must be numerate and well organised</li> <li>• Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.</li> <li>• Ability to prioritise own workload</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge</li> <li>• To engage actively in the Performance Management Review process.</li> </ul>
<p><b>EMPLOYEE RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>• To promote actively the school's corporate policies</li> <li>• To comply with the School's <b>Safeguarding and Child Protection</b> procedures at all times</li> <li>• To comply with the school's <b>Health and Safety Policy</b> and associated working procedures, undertaking risk assessments as appropriate</li> <li>• To comply with the School's <b>Equal Opportunities and Diversity Policy</b> and to ensure that it is implemented within the service area of the post</li> <li>• To comply with the School's <b>Data Protection Policy and Code of Practice</b> within the service area of the post</li> <li>• To comply with the School's <b>Finance Policy</b> and procedures at all times</li> <li>• To support the school in meeting its legal requirements for worship</li> <li>• To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> <li>• As a term of your employment you may be reasonably expected to perform duties of a similar or related nature to those outline in this job description</li> <li>• The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</li> </ul>	

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**HEALTH AND SAFETY**

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking/Vaping policy

**SPECIAL CONDITIONS**

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Any actual dates that the "plus days" attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**VERIFICATION**

I agree that this job description conveys an accurate description of this job.

**Agreed :** \_\_\_\_\_ (Postholder)                      **Date:** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Line Manager)                      **Date :** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Business Manager)                      **Date :** \_\_\_\_\_