

## JOB DESCRIPTION

JD no: 24  
JD no: 54

### Job Details

<b>Post Title</b>	Finance Officer (primary and secondary)
<b>Responsible to</b>	Line Manager – Senior Finance and HR Manager

### Purpose of job

To undertake a range of finance support responsibilities to ensure the efficient and effective use of the school's budget, under the direction of senior staff.

### Responsibilities

1. Undertake a range of financial procedures to include; processing orders, invoicing, preparation of cheques and bank payments, banking cash, issuing receipts and dealing with supplier issues.
2. Monitor monthly budgets (including departmental budgets) for the academy and prepare/analyse reports for the Principal and Cluster Business Manager, making recommendations as appropriate.
3. Undertake monthly reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
4. Manage petty cash to ensure appropriate use of the school's bank accounts.
5. Assist with the implementation and maintenance of the academy's financial procedures and systems, ensuring adherence to procurement procedures, financial regulations and audit requirements.
6. Maintain the academy's accounting system, ensuring data is accurate, reliable, and stored confidentially, referring any issues to senior staff.
7. Process orders and approve payments ensuring correct financial control, in line with the Scheme of Delegation, is applied.
8. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

9. Assist with the preparation of the draft annual budget and financial plans.
10. Conduct internal peer audits with other Trust academies.
11. Prepare the monthly payroll for the academy and assist with any school based HR.
12. Undertake day-to-day supervision of finance staff.
13. Receive and record monies from pupils/parents/carers.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Finance Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Finance Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child

Protection Officer.

### Training and Development

- Training and development will be given to ensure that the Finance Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

The Finance Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Finance Officer is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### Performance Management

The Finance Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### Appraisal

The Finance Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.