

Role Profile: FINANCE OFFICER

Purpose

Operating as key member of the Operational Team, the purpose of the role is to support the Bursar to deliver and improve all aspects of the financial and administrative management of the School.

The individual will be responsible for accurate billing, timely fee collection, month-end financial reporting deadlines and for managing all aspects of the purchase control system.

Key Accountabilities

- Managing all aspects of the purchase order system and preparing accurate monthly accruals reports.
- Bank all monies received, maintain bank account records and petty cash, reconciling them regularly to a central financial deadline
- Review online bank statements regularly for receipts from parents and other customers, allocate payments accordingly and update sales and nominal ledgers
- Manage all aspects of the sales ledger to ensure accurate billing, including the production of fee invoices, collection of fees, debtors' listings and deposits held to produce accurate monthly returns for submission to our School Support Centre
- Manage all aspects of credit control in accordance with policy
- Manage administration of Tax Free Child Care payments, Direct Debits, School Fee Plans, fees in advance and discounts
- Liaison with staff on the provision of accurate billing information for extras including school trips and after school clubs
- Dealing with minor repairs and maintenance issues
- Assisting with Health and Safety related administration
- General office administration duties, including assisting School Office at key times
- To carry out ad-hoc duties in support of the school business as required.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	Educated to A-Level standard or equivalent	AAT or Maths related qualification desirable
Skills	<p>Ability to interact and empathise with children</p> <p>Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines.</p> <p>Systematic in approach to tasks, with attention to detail</p> <p>Numerate and excellent ICT skills e.g. confident and adept in using financial systems and Microsoft applications e.g. Excel and Word</p> <p>Excellent oral and written communication skills with a proactive approach to customer service</p> <p>Diplomatic skills and confidentiality</p> <p>The ability to work as part of a team and to assist others where required</p>	
Experience	<p>A minimum of two years' experience working independently in a finance role</p> <p>Experience in generating invoices and allocating receipts</p>	<p>Previous experience of working in an educational environment is desirable</p> <p>Purchase requisition experience desirable</p> <p>Health and Safety administration</p>

Key Stakeholders:

Internal - Bursar, All School Staff and U.K Finance Team

External - Parents, Suppliers and Third Party Contractors

Signed: Date:

Name (Print):