

# Haydock High School



## Job Description

**Role:** Finance Officer

**Salary scale:** 18 - 21

**Responsible to:** School Business Manager

All job descriptions operate within the context of:

- 1) The school's Mission Statement
- 2) The declared aims and objectives of the school
- 3) The roles and responsibilities of the staff as detailed in the staff handbook
- 4) The current NJC pay and conditions

### **Purpose of the Post**

To work under the direction of the School Business Manager delivering efficient and accurate financial, administrative and organisational support service within the department.

### **Duties and Responsibilities**

#### **General Duties:**

- Operation of SIMS FMS software package in relation to the school's delegated budget and the School Fund.
- Accurate and timely data input.
- Filing, photocopying, scanning, shredding.
- Telephone, email and face to face communication with various stakeholders
- Banking.
- Carry out routine tasks that have a financial content.

#### **Financial:**

In delivering an efficient and accurate finance support service, duties will include:

- Timely and accurate processing and maintenance of: purchase orders, deliveries and delivery notes, invoices and payments (including petty cash expenditure) via the use of the SIMS FMS.
- Booking of agreed staff CPD courses, duly raising appropriate order on SIMS FMS where there is a cost implication and issuing confirmation slip to the staff member(s).
- Overseeing health and safety training logs for staff and booking staff on courses as required including minibus and First Aid training.
- Providing printed reports for budget holders via the SIMS FMS software system.
- To liaise with budget holders regarding their accounts to enable effective monitoring of income and expenditure and to answer any account queries.

- Reconciliation of supplier statements, liaising with suppliers including monitoring and chasing up outstanding orders and resolving differences.
- Monitoring and chasing up outstanding invoices.
- Safe receipt and handling of cash including regular banking of monies received in line with the School's Financial Procedures.
- Overseeing all lettings including Leisure Centre and CLC facilities.
- Managing all lettings bookings, income, reconciliations and banking.
- Responsible for the withdrawal, expenditure and administration of petty cash funds within school. This includes monthly collection of petty cash replenishment for delegated budget.
- Assisting the School Business Manager at year end for both the School Delegated Budget and the School Fund in providing the required accurate printouts from the software systems.
- Operation and maintenance of the School Fund including purchase orders, invoices and payments.
- Responsible for the production of School Fund accounts to audit stage including year-end income and expenditure statements.
- To liaise with auditors regarding preparation and audit of both Delegated Budget and School Fund annual accounts.
- To ensure that appropriate financial records are kept for audit purposes.
- Where there are financial implications, assist with the coordination and recording of education visits and trips.
- Manage the administration relating to booking of coaches, including booking of additional transport as necessary.
- Responsible for procurement of all goods to ensure best value and in line with Internal Financial Regulations and Council Contract Procedures Rules.
- Assist the Business Manager in benchmarking exercises and option appraisal.

### **Monthly Duties**

- Responsible for production and submission of monthly VAT returns to the LA.
- Responsible for production and submission of monthly bank reconciliation to the LA.
- Responsible for the reconciliation of monthly Charge Card statements.
- Responsible for preparation and production of miscellaneous monthly invoices for lettings, minibus, teacher release vouchers etc.

### **ParentPay Online Payments System**

- To manage all ParentPay financial transactions.
- To set up and monitor all ParentPay payment items, ensuring that the correct charges are made and that transaction fees are taken into account.
- To reconcile ParentPay transactions for both Delegated Budget and School Fund to the bank statement, providing evidence of income and keeping accurate records of charges in line with the School's Financial Regulations and Financial Procedures.
- To develop systems for staff use of ParentPay and provide training and support for colleagues.
- To provide support and advice for parents on initial registration and ongoing use of the system, including a helpdesk at Parents' Evenings and telephone/email support as appropriate.

## **Administration**

- Reception duties (as and when required to help cover the office and during school holidays).
- Answer enquiries promptly, both on the telephone and in person at reception.
- Communicate messages effectively by telephone and/or email.
- Maintain a professional manner.
- Ensure photocopying equipment works correctly, reporting faults and arranging prompt engineer call outs when necessary.
- Prepare outgoing mail in accordance with school procedures and delivering to post box.
- Maintenance of the asset register using the relevant software package and liaising with departments as required.

## **Duties and Responsibilities:**

- Filing, photocopying, scanning, shredding of financial documents in keeping with relevant legislation and procedures.
- Ensuring confidentiality and adherence to Financial Regulations and Procedures.
- Manage the school's accounting system, ensuring efficient operation in accordance with the agreed procedures including Financial Procedures Manual, Internal Financial Regulations and St Helens Council Contract Procedures Rules.
- To participate in all aspects of training and development undertaking any professional development as identified during annual appraisals.
- To comply with the Council's and School's Health and Safety policy, procedures and guidelines.
- To comply with the Council's and School's Comprehensive Equality Policy and ensure that it is implemented within the remit of the post.
- To comply with the Council's and School's Human Resource policies and procedures including Employee Relations within the remit of the post.
- To comply with the Council's and School's Data Protection Policy and Code of Practice within the remit of the post.
- Other duties which may arise from time to time as directed by the School Business Manager commensurate with the grade.

*This post is subject to Disclosure. The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult the post holder at the appropriate time.*