



## Finance Officer – King's Academy College Park

### Job Description

#### Job Purpose

To support the Finance Manager and School Business Manager with the school's financial processes and procedures and assist in providing an accurate and timely administration of the school's accounting processes. To record all financial transactions and to collect, process and bank all monies received. To work under own initiative and to ensure workload is prioritised and efficiently completed.

#### Main duties

- To provide efficient administration on computer accounts systems including all aspects of financial processes and procedures with sound financial practice and ensuring compliance with the requirements of the Data Protection Act and ensuring proper financial control is maintained at all times
- Maintain all accounting entries, carry out regular bank reconciliations and ensure month end process is completed within the necessary timeframe
- To reconcile and bank monies received eg. dinner money and trips, Kids Club fees, trip income, donations and grants and retrieval of debts
- Collate delivery notes and process invoices ensuring appropriate authorisation has been obtained and in accordance with agreed procedures
- To ensure invoices are processed in a timely manner and to be responsible for BACS payments, doing these regularly and promptly to ensure no late payments
- When necessary, support the production of financial reports under the direction of the Finance Manager and/or School Business Manager
- To manage lettings with the assistance of the Finance Manager when required
- Deal with enquiries in relation to financial matters from staff, pupils, parents and the general public
- Complete the workforce census as and when required under the direction of the Finance Manager
- Assist the Finance Manager to complete absences on SIMS
- To assist with the annual audit, gathering and completing documentation as required
- Attend meetings and training sessions as required
- In collaboration with the Finance Manager and/or School Business Manager, provide assistance to other finance projects and tasks as and when they arise

#### Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

### **Health, Safety and Security**

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety and security, confidentiality and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

### **Equity, Diversity & Inclusivity**

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

To be a team player and be prepared to undertake the work of another team member in their absence with the relevant instruction and supervision.

Be prepared to undertake any other duties at the discretion of the Finance Manager, School Business Manager or Headteacher to assist in the smooth running of the school.