



JOB DESCRIPTION

FINANCE OFFICER WITH RESPONSIBILITY FOR PROCUREMENT

Job Purpose: To work closely with the Finance Manager to develop budgets, monitoring of transactions and the preparation of the financial reports. The post holder has the important task of ensuring best value for money on School procurement.

The Finance Officer is a key member of the Bursar's team and will be involved in the day to day financial strategic direction of the School.

Core hours: Full-time (37.5 hours) 8.30am to 4.30pm

Salary: £30,000.00

Holiday: 28 days plus bank holidays

Start Date: As soon as possible

Reporting Line: The Finance Officer reports to the Bursar

All staff are expected to:

- Follow the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as an individual with courtesy and respect.

Key Responsibilities

Finance:

- To work closely with the Finance Manager and Bursar to prepare and collate annual budgets.
- To work closely with the Finance Manager in the preparation of files for the annual audit and provide information as requested during the audit.
- To assist the Finance Manager with the preparation of the management accounts for Governing Body meetings.
- To work with the Finance Manager to reconcile the Balance Sheet and SOFA, including raising of journals as necessary for depreciation, pre-payments and accruals etc.

- To keep the maintenance of the day-to-day accounts up to date, including but not limited to the checking of bank statements and reconciliations, fees, salaries, pensions and confirmation fees.
- To administer the School's asset register including depreciation calculations and resulting journals.
- To manage the online banking facilities
- To understand payroll and support the Finance Manager in the payroll process.
- To work closely with the Finance Manager to manage the preparation of termly fee invoices to parents and to assist with the timely collection of fees due to the School.
- To communicate with parents on billing enquiries.
- To work with the Finance Manager to claim the Early Years Free Entitlement (EYFE) funding via the local council's portal
- To manage the facilities' hire and liaise with the necessary departments involved in the running of holiday clubs, camps and the letting of the School's facilities.
- To liaise with the Registrar regarding registration fees, confirmation fees, new starters and leavers to ensure timely and accurate records are maintained.
- To execute to a high standard the School's credit control procedures and the checking of new supplier accounts.
- To prepare and update the monthly budget reports and distribute to the budget holders.

Procurement:

- To manage the practices and procedures of procurement across all departments of the School, improving systems, efficiency and ensuring good value for money.
- To assist with the negotiation, management and monitoring of contracts, tenders, leases, agreements for support services and insurance policies.

Administration:

- To work with the Finance Manager to ensure financial policies are up to date and remain current.
- To work closely with the Estates Team to provide administration and financial management support for the minibuses services, including bookings, hire charges, insurance, driver training and annual checking of driving licenses.
- Outside of normal term all support staff are involved with the day to day answering of telephone, acceptance of deliveries, distribution of post and signing in of visitors.

Person Specification:

The successful candidate will have experience or be able to demonstrate the following attributes:

Skills and Knowledge

- Working in a school environment (desirable not essential)
- Proven and successful background in finance up to management accounts
- Knowledge of ISAMS and Sage 50 (desirable not essential)
- Excellent interpersonal and communications skills, with the ability to relate well and develop relationships with people on all levels, both internal and external to the School

- Ability to work as an effective and inspirational team member
- Ability to remain calm under pressure whilst staying within tight deadlines when necessary
- An understanding that not all decisions and changes are popular but with the resolve to see them through with sensitivity, empathy, understanding and efficiency
- Ability to provide professional support at all levels of the School
- Excellent IT skills, particularly excel
- Awareness of company and charity law
- Proven experience of multi-tasking and prioritising work

Personal Attributes

- Clear understanding and belief in the ethos of Twyford School
- Professional, combined with a warm and approachable personality. Sense of humour.
- Open to new ideas and have the ability to reflect, review, learn and change as appropriate.
- Ability to work independently with initiative and also as part of a team

This job description will be subject to regular review and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Updated March 2021