**JOB DESCRIPTION**

**FINANCE OFFICER**

Twyford School is a successful co-educational, independent day and boarding prep school for pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

**Job Purpose:**  To take responsibility for the Purchase Ledger

To ensure best value for money on School procurement.

To assist the Finance Manager with the School Fee Billing and to ensure fees are paid on time.

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

**Salary:** £24,745 – £30,000 per annum depending on experience

**Holiday:** 28 days plus bank holidays

**Start Date:** As soon as possible

**Reporting Line:** The Finance Officer reports to the Finance Manager

**Key Responsibilities**

**Finance:**

* To process all procurement from point of quote to payment of invoices within published time frames, ensuring best value and adherence to budgets
* Liaising with budget holders regarding invoices and keeping them up to date with the balance of their budget
* 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 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 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 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 maintain the petty cash register
* To prepare and update the monthly budget reports and distribute to the budget holders
* To ensure all financial documents are filed in accordance with the School’s data retention policy
* To be responsible for the supply and upkeep of the School’s general supplies including, but not limited to, stationery and cleaning materials.
* To invoice visiting music teachers and external hire charges in a timely manner, liaising with both the Commercial Manager and Music Department.

**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 the Finance Manager with the day to day 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
* Outside of normal term time all support staff are involved with the day to day answering of telephone, acceptance of deliveries, distribution of post and signing in of visitors
* To administer the School’s training programme; keeping a record of all staff training collating from different databases, training providers and sending reminders for out-of-date training.

**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
* Take part in relevant training programmes identified by the School
* To carry out any other reasonable duties as requested by the Head or Bursar.

**Person Specification:**

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

**Skills and Knowledge**

* Proven and successful background in a similar role
* Working in a school environment (desirable not essential)
* 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
* Excellent IT skills, particularly Excel
* 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 December 2021*