

PENRYN COLLEGE

JOB DESCRIPTION

Job Title:	Finance Officer
Grade:	F
Hours:	37 hours per week
Responsible to:	Finance Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	Finance Assistant
Important Functional Relationships:	<u>Internal:</u> Finance Manager, Headteacher, SLT, School Operations Lead, HR Manager, Heads of departments, Budget holders, staff, students, Governors <u>External:</u> Parents, suppliers and contractors including Cornwall Council, DfE, Accountants/Auditors and customers.

Main Purpose of Job:

To provide financial support to the Finance Manager, Headteacher, SLT, Governors and school heads of departments. To be the first point of call for day to day finance queries.

Duties and Responsibilities:

- 1) To be responsible for the College's computerised finance and accounting systems including SIMS FMS, FMS Accounts Receivable, ParentPay and Fastrak, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and report generation.
- 2) To be responsible for all income received by the College including the preparation and reconciliation of all cash and cheques for banking in accordance with the College's security procedures and ensuring appropriate use of the College's bank accounts. Entering receipts onto the accounting system and reconciling back to the appropriate paying in slip.
- 3) To ensure all processes and work undertaken meets with the financial regulations, internal and external auditory processes. To ensure the security of all monies and financial information at all times.

- 4) To assist with the organisation of the work in the Finance Office to ensure timely completion of all tasks and prioritising work to adhere to deadlines, including the day to day supervision and allocation of duties of the Finance Assistant.
- 5) To manage the College's Petty Cash Ledger and be responsible for the issuing of petty cash for authorised claims, ensuring receipts are obtained for all payments made. To monitor and reconcile the petty cash float and ensure its safekeeping at all times. To ensure the float is topped up when required and the expenditure is recorded and reconciled in FMS against the appropriate budgets.
- 6) To manage the College's ParentPay system and be responsible for the data upload from SIMS to ensure that student and staff information is current and always up to date.
- 7) To manage the educational visits and trips, music tuition sessions, resources and other services on the College's ParentPay system and reconcile back to spreadsheets to ensure payments made by parents are recorded accurately and are up to date at all times in order to produce up to date payment information as requested by Heads of Departments and Trip Leaders.
- 8) To provide advice and guidance to parents in the use of the school's ParentPay system and solve any issues that may arise. To promote its use for electronic payments.
- 9) To be responsible for the reconciliation of ParentPay statements of income received, recording it onto the school's accounting system against the appropriate budgets. To ensure statements agree with payments received in the school's bank account.
- 10) To ensure the processing of authorised orders in accordance with the agreed priorities and deadlines set by the Finance Manager, and in accordance with the working practices of the Finance Office, providing advice and guidance to budget holders on the processes.
- 11) To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries, discrepancies and payments as requested by the Finance Manager. To obtain verification of receipt of goods or services from members of staff in accordance with the College's Financial Scheme of Delegation.
- 12) To ensure the production and despatch of cheque and BACS payments for all authorised invoices prior to their due dates and details of payments and invoices are logged on the College's financial accounting software.
- 13) To ensure the production of sales invoices relating to all College income generation, as required, including lettings sales. To liaise with the Lettings Administrator to ensure appropriate charging and advising of non-compliant bookings.
- 14) To manage the College's Sales Ledger taking the necessary action to recover overdue debts and monitor the success. To advise the Finance Manager once all appropriate action has been taken and the debts are still outstanding so that they may be referred to governors to consider legal action.

- 15) To be responsible for the prompt and regular reconciliation of all College bank account statements.
- 16) To assist in the preparation of financial reports and statistics for the Head teacher, heads of department, Governors and auditors/accountants as requested by the Finance Manager.
- 17) To ensure the monthly reconciliation of College charge card statements and timely processing in the College's accounting software. Ensuring all paperwork is present and authorised appropriately.
- 18) To assist the Head of Finance with chasing any outstanding debts.
- 19) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, GDPR, Data Protection).
- 20) To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 21) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 22) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 23) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: October 2021

Job Description Prepared by: Finance Manager

PERSON SPECIFICATION

Job Title: Finance Officer

Person specification prepared by: Finance Manager

Date: October 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	A minimum of 2 years relevant experience in a finance role.	Relevant finance related work experience within a school or college environment.	Application form. Interview.
<u>Education & Training</u>	Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths & English.	Working towards or attainment of AAT qualification.	Application form. Interview.
<u>Special Knowledge & Skills</u>	Use of computerised accounting systems. Excellent IT skills particularly in the use of Excel. Excellent numeracy, literacy & organisational skills.	Knowledge of school or college computerised accounting systems (FMS & SIMS).	Interview.
<u>Any Additional Factors</u>	Self-motivated. Able to work under pressure and meet tight deadlines Can use own initiative. Team worker. Professional & friendly approach. Meticulous. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.