

Job Description

Job Title	Finance Officer
Grade	Band 3
Reports to	Business Manager
Liaison with	Headteacher and Multi Academy Trust Central team
Job Purpose	To oversee and operate the day-to-day financial arrangements and to assist the Business Manager in administration of the academy.
Duties	<ul style="list-style-type: none"> • To be responsible for financial processing including: raising invoices, preparing cheques for signature, checking supplier statements, issuing receipts, ordering, processing expenditure and income, banking. • To provide timely reports to the Business Manager for Governors in respect of Cash Flow and Trading Accounts, Catering, Parental donations, Trips, Reprographics. • To maintain all records in relation to assets, Catering, Parental donations, online income, Gift Aid, bank reconciliation and Reprographics. • to be responsible for the cashless system and Parent Pay in relation to donations and catering income • To check and record all Catering, Parental Donation income on the financial accounting system and ensure the income is banked • To observe Financial Regulations and advise on and update operating procedures. • To assist in the preparation of all year-end financial returns • To arrange for cheques/BAC's to be drawn where appropriate • To ensure expenditure is within budget constraints for appropriate areas of the Finance as managed and is properly authorised. • To be responsible for the safe storage of cheque books. • To complete and carry out the monthly bank reconciliations for all accounts, making full enquiry on any discrepancies • To record "IR35" (as per HMRC guidelines) • To assist the Business Manager where required with queries relating to errors/discrepancies, bank reconciliation and other financial matters including completion of year end, audits and statutory returns • Maintain the asset register
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the Academy Trust's Equal Opportunities Policy • The Local Governing Board and the Academy Trust is

	<p>committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</p> <ul style="list-style-type: none">• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Business Manager/ Finance Central team to carry out appropriate duties within the context of the job, skills and grade
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