

The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE	
Department	Finance
Job Title	Finance Officer
Reports To	Finance Manager
Grade	Grade 6
Job Purpose	Ensure the schools financial and payroll systems and other administrative functions provide an accurate, efficient and effective service to the school.

JOB DESCRIPTION
<p>Finance</p> <ul style="list-style-type: none">• Be responsible for the financial administration of the school ensuring the manual and computerised financial records are updated and maintained effectively.• Be responsible for the financial administration of school procurement processes ensuring that the school is following 'best value' procedures.• Be responsible for processing monthly payroll on Sage. Ensure pension payments, Inland Revenue and other deductions as necessary are paid to relevant bodies and reports completed accurately.• Overseeing the processing of Purchase Ledger invoices onto Sage and gaining approvals for payment from appropriate budget holders.• Ensure the petty cash and school fund accounts are administered correctly to relevant budgets and ensure subject area budgets are monitored and reported to the Finance Manager and budget holders monthly.• Be responsible for all banking procedures and monthly reconciliation of the school bank accounts.• Ensure the financial systems are held securely and that backups of computerised records are done daily.• Ensure effective credit control, contacting authorities to chase payment where overdue and keep the Principal and Finance Manager informed of debtor balances.



- Raise invoices for authorities, ensuring correct fees are charged and records kept of calculations. Ensure effective control of debtors to ensure monies owed are received in line with the terms issued by the school.
- Ensure all financial administration is carried out in accordance with financial regulations and policies including the contribution to year end procedures and to constantly seek improvement to the school's financial systems.
- Support the Finance Manager in implementation of e-banking and Sage Bacs payment processes.
- Manage the 'ParentPay' cashless system used to collect and record payment coming in from parents, for school uniform etc.
- Reconcile ParentPay uniform and events payments to accounts, detailing any non-payment if necessary and ensure monies owed are received in line with the terms issued by the school.
- Assist in the preparation of the Quarterly VAT Returns.
- Produce Monthly Curriculum Budget v Actual expenditure reports for SLT review.

Personnel

- Maintain manual and computerised records of personnel, supply teacher employment, overtime and expenses.
- Arrange for payments of authorised overtime, expenses and supply teacher pay claims.
- Deal with any staff enquiries regarding payment, payroll, pensions etc.

Administrative

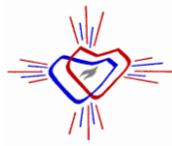
- Complete returns as required by HMRC, Teachers Pensions etc.
- Deal with general enquiries from staff on financial issues.
- Ensure that best value is achieved for the school when dealing with supply of goods and services.

Responsibility:

- To maintain confidentiality at all times. Some information will be of a sensitive nature, some will be covered by GDPR.
- To perform duties with minimal reference to the Finance Manager to agreed timetables and deadlines.
- To work according to the financial regulations and guidelines laid down by the school and their accountants.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post, to ensure the smooth operation of the responsibilities of the administration team as directed by the Finance Manager.



Decision Making

- Routine decisions regarding the organisation of own work.
- When it is necessary to refer matters to the Finance Manager and when decisions can be taken within guidelines set.
- When matters are confidential or need to be dealt with sensitively – especially when dealing with personnel finances.

Responsibility

- Meet deadlines and bring appropriate matters to the attention of the Finance Manager or Principal.
- Bring matters of concern relating to pre-determined deadlines to the attention of the Finance Manager where necessary.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Postholder Name: _____

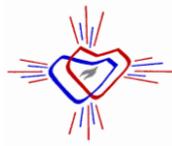
Signature: _____

Date: _____



PERSON SPECIFICATION

Criteria		Essential	Desirable
<u>Qualifications and Training</u>	Accountancy qualification i.e. AAT or NVQ Level 3, or experience in relevant discipline.	✓	
	GSCE education to include English and Maths (or equivalent)	✓	
	Minimum of 3 years previous experience of finance and personnel in an office environment	✓	
	Certification in Sage accounts and payroll packages		✓
<u>Knowledge and Experience</u>	Accounts and Credit Control with experience of Sage 50 and Sage Payroll		✓
	Experience in the use of computerised finance and Microsoft packages	✓	
	Previous finance/accounting and administration experience	✓	
	Ability to maintain purchase ledger, sales ledger, petty cash and payroll system	✓	
	Effective use of ICT and other specialist equipment with accurate inputting skills	✓	
	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
	Understanding school roles and responsibilities and your own position within these	✓	
	Previous experience of working in a school environment		✓
<u>Skills and Abilities</u>	Excellent interpersonal and communication skills	✓	
	Good knowledge of financial processes	✓	
	Ability to present information in a clear, logical and concise format	✓	
	Highly effective in organisation and planning	✓	
	Ability to identify priorities quickly and accurately to ensure that deadlines are met	✓	
	Ability to work under pressure	✓	
	Ability to work as part of a team	✓	
	Ability to work to procedures and guidelines	✓	
	Flexibility and problem solving	✓	



Personal Attributes	Honesty and integrity	✓	
	Ability to promote a positive image of the school	✓	
	Support a culture of mutual respect for each other and the environment	✓	
	Good customer service / can do attitude	✓	
	Ability to work collaboratively with a diverse range of professional colleagues	✓	
	Self-motivated and able to work unsupervised	✓	
	Positive and flexible attitude to work	✓	
	Willing and quick to learn new skills and procedures	✓	
	A commitment to equality and diversity	✓	