



## Cardinal Newman Catholic School

### Job Description

Job Title: Finance Officer

Reporting to: Business Manager, School Staff

Salary/Grade: Scale 5: Point 22-29 £21589 - £26999

Hours: 37 hours per week 5 days a week all year round

Job Purpose: To provide efficient and effective financial services within the school; and to assist the Business Manager with the planning organisation and delivery of school finances under the direction of the Heateacher.

#### Duties and Responsibilities :

##### Finance:

- To participate in the planning, monitoring and reviewing of the school budget liaising with the School Business Manager to ensure adherence to the MAC financial procedures.
- Support the School Business Manager with the preparation of year-end and assist with any internal or external audits.
- Provide information and regular reports on the school's budget to the Headteacher, School Business Manager, governors and central MAC team.
- Support budget holders within school on issues relating to the management of their budgets.
- To be responsible for the ordering, processing and payment of all goods and services provided to the school and the operation of all accounts, ensuring effective purchasing arrangements within school.
- Management of the sales ledger and purchase ledger
- To manage, file and scan relevant documentation.
- To assist with the month-end reconciliation work.
- To prepare invoices and arrange the collection of fees, taking legal action where necessary to recover bad debts.
- To manage the school credit cards and ensure all paperwork is kept to support reconciliation.
- Maximise income generation within the ethos of the school by investigation sources of funding and acting as point of contact for grant applications.
- To support the school's extra-curricular and educational visits programme by liaising with suppliers, students and parents and offering service for the payment and receipt of any monies.
- Ensure value for money when schools make purchases by checking on line or doing price comparisons.

#### Professional Development

- To take responsibility for continuing your personal professional development
- To engage positively in the performance management process
- To evaluate own performance through self-evaluation and learn from the effective practice of others and from evidence.



## Safeguarding

- All Holy Cross Catholic MAC staff have a part to play in supporting the school's catholic ethos and understanding pupil safeguarding requirements and promoting the highest level of integrity in dealings with parents and pupils.
- Be aware of and comply with policies and procedures relating to child protection, health safety
- Attend relevant meetings as required

Any other duties and responsibilities within the range of the salary grade as directed by the Headteacher or School Business Manager.

This appointment is with the Holy Cross Catholic Multi Academy Company under the terms of the Catholic Education Service contract. The post-holder will, by personal example, ensure that the Catholic ethos and Mission of the school, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Headteacher and the post-holder. It will be reviewed annually.

**Holy Cross Catholic Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. The successful candidate will be required to obtain an enhanced Disclosure and Barring Service certificate.**