



St Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi Academy Company

Job Description

Job Title:	Finance Officer
Reporting to:	Headteacher
Salary / Grade:	Grade 5, Point 22-29 (£21,589 - £26,999 pro rata)
Hours:	30 hours per week, term time only plus teacher training days

Job Purpose

To provide efficient and effective financial services within the school; and to assist the central finance team with the planning, organisation and delivery of school finances under the direction of the Headteacher.

Duties and Responsibilities

Finance

- To participate in the planning, monitoring and reviewing of the school budget liaising with the central finance team to ensure adherence to the MAC financial procedures.
- Support the MAC central finance team with the preparation of year-end and assist with any internal or external audits, acting as the point of contact for any audit queries relating to the school.
- Provide information and regular reports on the school's budget to the Headteacher, governors and MAC central team.
- Support budget holders within school on issues relating to the management of their budgets.
- Responsibility 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
- Manage, file and scan relevant documentation.
- Completion of the month-end reconciliation work for the school finances.
- Prepare invoices and arrange the collection of fees, taking legal action where necessary to recover bad debts.
- Manage the school credit cards and ensure all paperwork is kept to support reconciliation.



- 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

- Take responsibility for continuing your personal professional development
- Engage positively in the performance management process
- 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.

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.



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Person Specification Finance Officer

Salary scale: Grade 5

Area	Specification	Essential	Desirable
Knowledge	Knowledge of PS Financials		X
	Knowledge of spreadsheets and word processing packages	X	
	Knowledge of accounting / bookkeeping practices	X	
	Knowledge of Academies Financial Handbook		X
Skills and Abilities	Excellent communication skills	X	
	Excellent organisational skills	X	
	Ability to prioritise workload	X	
	Excellent IT skills	X	
	Confidentiality, tact, diplomacy and sensitivity	X	
	Ability to work independently and also as part of a team	X	
Experience	experience of working within a finance function, carrying out a range of finance tasks including account reconciliation	X	
	Experience of working with accounting software	X	
	Experience of managing priorities in a pressured environment whilst meeting agreed deadlines/timescales	X	
	Experience of working in a school environment		X
Education	5 GCSE (or equivalent) English and Maths (A – C)	X	
	AAT or equivalent /relevant bookkeeper or financial qualification to demonstrate experience (or be studying towards one)		X



	NVQ Level 3 (or equivalent qualification) in a relevant subject <i>(Where qualification not held, evidence of knowledge and experience in a relevant discipline)</i>	X	
Special Requirements	This post is exempt from the provision of the Rehabilitation of Offenders Act 1974. Enhanced Disclosure and Barring Service clearance will be required prior to appointment.	X	
	Ability to drive and have access to a car is an advantage but not essential.		X
	Prepared to attend occasional evening meetings.	X	