

FINANCE OFFICER

Job Description

Salary: JCBA Grade D

Responsible to: Director of Finance & Operations

Terms and Conditions of Employment (key points)

- Fixed-term contract to cover maternity leave (July 2023-August 2024)
- 40.42 hours per week:
8:20am to 5:10pm Monday-Thursday and 8:20am to 3:55pm Friday
- Occasional evening/weekend attendance, e.g. supporting events, open days and learner induction days.
- 30 days annual leave plus bank holidays per annum.

Key Responsibilities

- Work within the Administration Team to provide a first class service to academy learners, staff and visitors.
- Process and maintain accurate financial information and report on a timely basis.
- Monitor and manage the procurement processes ensuring value for money is obtained.
- Process and maintain accurate school data using the management information system.
- Support the Director of Finance & Operations in fully implementing relevant academy policies and procedures to a high standard especially those relating to finance and administration.

Roles and Responsibilities

GENERIC

- Provide a first-class service to The JCB Academy's learners, parents/carers, staff, trustees and visitors.
- The postholder may deal with sensitive material and should maintain confidentiality in all academy-related matters.
- Support the Duty Team at lunch and break times.
- Assist in the maintenance and regular updating of high quality displays within the academy.
- Participate in enrichment days.

- Undertake specific duties in the event of a fire evacuation or other emergency as directed by the Director of Finance & Operations.
- Respond to the changing needs of the admin service in line with new technology and innovations.
- Produce, maintain and share up to date “how to” guides for all key aspects of the role in order that others can cover in the postholder’s absence.
- Be prepared to work ‘across the piece’, being flexible and interested in other areas, e.g. open evenings, parents’ evenings, weekend induction events.
- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.
- Work at all times to the standards set out in the Code of Conduct for Staff.
- Undertake any other reasonable tasks at the request of the Principal.

SPECIFIC

- Process all financial information including purchasing, debtors invoicing, creditors invoice and payment processing, fixed assets and general ledger accounting entries, ensuring the academy’s financial systems are accurate and up to date.
- Complete reconciliation and reporting, including bank reconciliation and income reconciliations, on a timely basis.
- Complete the monthly VAT return.
- Liaise with the payroll provider, including updating of payroll accounting entries and reconciliation of payroll deductions control accounts.
- Liaise with the academy’s bankers in relation to transactions, electronic transmissions and bank software updates.
- Maintain financial software systems, including monthly and year end updates.
- Monitor system interfaces in relation to financial information, e.g. cashless catering and on-line payments.
- Support the Director of Finance & Operations in the production of regular reporting information.
- Liaise with internal and external auditors as part of the annual audit process.
- Support the cashless payment system, including making charges for learner transport, laptops, exam re-sits, materials, etc., and chasing payments as required to ensure that payments are received in a timely manner.

- Produce a daily report of restaurant till sales and card sales for the Director of Finance & Operations and the Catering Manager.
- Empty the cash loaders on a fortnightly basis and bank cash on a monthly basis.
- Administer the learner financial assistance process, including communicating with parents/carers and the Inclusion and Pastoral Teams.
- Send out Free School Meals vouchers on a half-termly basis as required.
- Liaise with relevant staff in relation to school trips, including assisting with costings, identifying learners who qualify for financial assistance and chasing payments.
- Deal with learner laptop insurance queries.
- Support staff in placing orders for goods and services.
- Create new staff and learner accounts on ParentPay and assist with activation of these.
- Manage petty cash.
- Work within the Administration Team to cover administrative duties including reception, reprographics and telephone calls.
- Carry out additional tasks at the request of the Director of Finance & Operations and/or Principal.

Key Accountability Measures

- Completion of monthly reconciliations within agreed deadlines.
- Processing of orders and invoices within specified target timescales.
- Updating of MIS system with learner data prior to commencement of the academic year.
- Production of information for returns, e.g. ESFA returns, in accordance with statutory deadlines.
- Accurate completion of year end entries in preparation for external audit.
- Contribution made to improving standards within finance and administration, including own development, inputting new ideas and identifying efficiency improvements.

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1. This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
 2. This job description is not intended as a comprehensive definition of the post. It will be reviewed regularly and may also be subject to modification or amendment at any time after consultation with the postholder.
 3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
 4. This job description describes the job function and does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) at grade C or above in English and mathematics. • Business administration or finance qualification. 	<ul style="list-style-type: none"> • AAT or part qualified CIMA/ACCA/CIPFA.
Experience	<ul style="list-style-type: none"> • Minimum 12 months in a finance role. • Accurate completion of complex reconciliations. • Working efficiently to achieve tight deadlines. • Dealing with confidential and sensitive data. 	<ul style="list-style-type: none"> • Employment in a school or customer service environment. • Use of management information systems, e.g. SIMS.
Core Professional Competencies	<ul style="list-style-type: none"> • Systematic and practical, with strong organisational skills. • Effective communication skills. • Team player. • Ability to relate to both adults and young people. • Strong ICT skills, including finance system and Microsoft Office. 	<ul style="list-style-type: none"> • Knowledge of data protection issues. • Knowledge of Civica Resource 32000 accounting system
Generic Competencies	<ul style="list-style-type: none"> • Enthusiastic and self-motivated. • Flexible, innovative and willing to embrace new ideas. • Customer focussed. • Able to work on own initiative and prioritise deadlines. 	
Professional Development	<ul style="list-style-type: none"> • Evidence of continued professional development. 	