

The Cam Academy Trust - Job Description

POST TITLE: Finance Officer

RESPONSIBLE TO: Trust Director of Finance & Operations

SALARY: Grade 5, Point 12-17 £21,589 - £23,836

HOURS: 37 hours per week/52 week per year

PURPOSE OF JOB:

- Ensure an extremely efficient, administrative and financial support service within the school.
- Assist in the establishment of good relationships with staff, families, governors and external agencies in order to promote the Trust/College's positive ethos and aims.

MAIN RESPONSIBILITIES:

- Operate Sage 200 System which will include ordering, issuing invoices/credit notes, processing invoices, payments and income, month and year end procedures.
- Payroll reconciliation. Check the monthly payroll transaction report and follow up any discrepancies.
- Input supply, overtime, deductions and claims onto the payroll portal.
- Issue receipts to parents and others for money (upon request) received in school.
- Attend regular finance meetings as requested by senior staff
- Attend all relevant finance training courses
- Complete all periodic and occasional financial forms/ returns required by the Trust under the supervision/instruction of the Headteacher.
- Provide staff with termly updates/reports for their subject co-ordinator budgets.
- Manage the administration of school lettings and caretaker overtime forms
- Manage and process all supply claim, overtime, bi-claim and starter forms
- Ensure adequate arrangements for the safe collection, accounting and banking of all monies in accordance with approved regulations.
- To process cashless catering transactions, including daily input, reports for the catering service and weekly reconciliation
- Manage ParentPay/WisePay for trips etc
- Manage petty cash within the parameters of financial procedures.
- To prepare orders, receive and check deliveries and arrange payment of invoices for debtors and creditors.
- To prepare cash for banking
- To oversee the day to day duties of the finance office.

SAFEGUARDING

- Be committed to the school's safeguarding policies and procedures including child protection, internet safety and anti-bullying.
- To conduct your daily activities in line with our code of conduct for all staff.

The post holder may be required to perform any other reasonable tasks as and when required.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.