



Job description: Finance Officer

Location	Oxford Spires Academy
Contract term	Permanent
Full time/term time	Full-time, 37 hours per week, Term Time only Plus 4 weeks
Pay Range	Grade SCP 23-26
Reporting to	Academy Business Manager

Job purpose

To support the school in ensuring that all financial transactions are properly authorised and recorded in an accurate and timely manner and in accordance with the Trust Finance Handbook. Support the School Business Manager/Headteacher in ensuring robust financial management throughout the school. Provide assistance to all staff members in the school on financial processes.

Main duties and responsibilities

To perform financial processing procedures including:

- Raise purchase orders in accounting software on receipt of signed purchase requisition
- Goods receive orders in accounting software on confirmation of receipt of goods/services
- Accurately process purchase invoices ensuring goods/services have been received and expenditure has been authorised by the appropriate budget holder
- Prepare and upload weekly payment runs onto the bank only including invoices due for payment
- Process credit card and staff expenses in accordance the Trust staff expenses policy, ensuring receipts provided for each item
- Maintain records for charges made to parents relating to educational visits, music lessons, fund-raising, locker payments etc
- Maintain records of all lettings, raising invoices for any income due
- Process all monies received by the school from parents, local authorities and other sources onto the accounting software



- Ensure payment of all funds received into the school bank account on a weekly basis
- Complete monthly bank reconciliation, ensuring all transactions have been posted
- Ensure all funding is promptly invoiced or claimed and escalate any issues.
- Post receipts into the accounting system for all grants from the Education and Skills Funding Agency and other government bodies.
- Review aged debtors and chase all invoices older than 30 days.
- Request intra-company transfers from the Trust finance team.
- Ensure the month end procedures are completed within the deadlines set by the Trust.
- Review and maintain trips ledger ensuring the accurate recording of trips. Reconcile on completion of each trip, refunding and posting adjustments as necessary.
- Review aged creditor reports and investigate/clear any items over 30 days.
- Be the main contact within the school for any internal and external audit visits.

To support robust financial management within the school by:

- Provide reports to budget holders on the year to date spend and investigate/resolve any queries
- Provide support to budget holders as required.

Perform general office duties as required

- Ensure knowledge of Trust policies, processes and guidance is kept up to date at all times.
- Participate and engage with any training recommended by the Trust.
- To maintain confidentiality in respect of school related matters at all times.
- Abide by guidance received from the Trust relating to GDPR.

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These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

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

Person specification: School Finance Officer

Qualifications and training Evidenced through: Application	Essential	Desirable
GCSE Maths and English (grade C/4)	✓	
Educated to A-Level or equivalent	✓	
Qualified or studying towards AAT Level 3		✓

Experience/employment record Evidenced through: Application/Interview/References	Essential	Desirable
Working within a busy finance team	✓	
Working in a school		✓
Line management experience		✓
Experience of posting journals and reconciling control accounts		✓
Experience of using accounting software	✓	
Competence in use of Microsoft Excel, Word and Outlook	✓	
At least two years experience managing, co-ordinating and delivering School Payroll	✓	

Personal qualities Evidenced through: Application/Interview/References	Essential	Desirable
The ability to converse at ease with people at different levels and provide advice to non-financial people.	✓	
Ability to manage workload independently to meet the monthly deadlines.	✓	
Methodical with good attention to detail	✓	



Adaptable and flexible.	✓	
Resilient with the ability to work in a fast-paced environment.	✓	
Motivated by the opportunity to improve educational outcomes for children.	✓	
Proactive attitude.	✓	