



## **Job Description and Person Specification** **Finance Officer**

## **JOB DESCRIPTION**

### **Finance Officer**

<b>Reporting to:</b>	Headteacher and Chief Financial Officer
<b>Salary/Grade:</b>	Grade 9 (£25,932-£28,152 FTE)
<b>Hours if Work</b>	37 hours per week over 40 weeks per year (FTE 87.36%)
<b>Post Purpose:</b>	To provide an effective, efficient and flexible financial service to the school, with a particular focus on accuracy and compliance to both school and ESFA Financial policies and procedures and to assist in the provision of a comprehensive and effective administrative support service for all the schools' services
<b>Liaising with:</b>	Budget holders, Headteacher/SLT, Chief Financial Officer, Suppliers, Bank, catering team, premises team, other administrative staff, external agencies and parents/carers.
<b>Disclosure Level:</b>	Enhanced

### **MAIN DUTIES AND RESPONSIBILITIES**

- Manage the process of all ordering, contracts, invoice payments and direct debits and check all are within the limits set down in LHS Financial Procedures and Scheme of Delegation and ensure that goods are purchased from the best source and available when needed.
- Manage all deliveries and ensure that any incomplete/ incorrect deliveries are rectified, including the return of unsuitable goods and obtaining credit notes or refunds.
- Input and check all invoices, obtaining correct authorisations before entering on to the academy financial system (SAGE in Education) ensuring accuracy and attention to detail.
- Manage and raise all sales invoices in a timely manner (including hire of school facilities). Reconcile the sales ledger, chase payments and advise the CFO of any outstanding debts, to ensure timely collection of payments due.
- Report any discrepancies, outstanding debts, staff ordering issues etc to the CFO, putting in place any procedures or recommendations for improvements to procedures.
- Post all income onto the academy financial system (SAGE in Education) ensuring accuracy and attention to detail.
- Although now mainly cashless, ensure that any cash and cheques received are accurately accounted for and promptly collected and banked intact.
- Ensure invoices and other records are retained and stored in a secure way.

- Manage and administer Tucassi and Trustee E (online payment facilities for parents for trips and catering) including the administration of new starters, ensuring regular reconciliation of all income received to the bank and the schools finance system.
- Manage and administer the trips income and reporting, taking a leading role in supporting the administration of activities week. Working with trip leaders, ensure there is a detailed costing sheet for each school trip which is balanced to income. Carry out regular reconciliation of income received on Tucassi to the Accounting system. Ensure an end of trip report and final balance check is undertaken and any concerns reported to the CFO.
- Manage the weekly BACS payments run, ensuring that supporting paperwork is filed accurately to support all payments made.
- To manage the petty cash account, including regular reconciliation of cash in hand.
- Ensure compliance with all VAT requirements when posting transactions on SAGE.
- Management of the academy's charge card, ensuring that all charge card transactions have fully authorised paperwork associated with them and all information is entered on to SAGE in a timely manner.
- Perform month end tasks including journal transfers for hospitality and departmental reprographics usage.
- Undertake weekly bank reconciliations to ensure that all transactions are entered onto SAGE for up-to-date monthly reporting.
- Reconcile supplier statements and chase up any outstanding invoices.
- Report on budget levels monthly to budget holders and answer any associated queries. Perform regular checks of outstanding commitments to ensure budgets are fully utilised, this includes investigating outstanding orders and expediting delivery. Investigate any budgetary questions raised by Budget Holders or the CFO/Headteacher.
- Assist eServices in maintaining an Asset Register in accordance with financial procedures, ensuring that a file of copy invoices relating to all assets is maintained.
- Support the catering team with finger print registration and set up each year and reconciliation of income from the revaluation machines on a weekly basis
- Support the CFO with year-end tasks, including identification of prepayments, accruals and receipts in advance.
- Assist the CFO to ensure that all records and documents are available for both internal audit and the external accountants.

**School Ethos**

- To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.
- Promote actively the school’s corporate policies.
- Maintain an understanding of the school’s procedures and priorities.
- To undertake any other reasonable task, at the discretion of the Headteacher.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service

**SIGNATURES:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: \_\_\_\_\_  
(Employee)

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Headteacher)

Dated: \_\_\_\_\_

*Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon an enhanced CRB disclosure, satisfactory references and medical clearance.*

**PERSON SPECIFICATION**  
**Finance Officer**

**Qualifications and Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Good general education, including GCSE in English and maths</li> <li>• Excellent ability in use of Microsoft Excel</li> <li>• Experienced in the use of financial systems and accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant formal qualification in accountancy</li> <li>• CSBM/DSBM</li> <li>• Familiar with Academy Financial requirements</li> <li>• NVQ level 3 or equivalent or equivalent in subjects relevant to post.</li> <li>• Knowledge of SAGE accounting</li> <li>• Previous experience of working in a school/ academic environment</li> </ul>

**Skills and Competencies**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to establish and maintain effective clerical and administrative systems.</li> <li>• Ability to maintain complex, accurate records relating to a wide range of financial issues</li> <li>• Cash handling and reconciliation skills.</li> <li>• Computer literate – including the use of specialised software packages, databases, word processing, spreadsheets, Email, Internet and online ordering.</li> <li>• Good organisational skills – ability to deal with changing priorities and competing demands to tight deadlines.</li> <li>• Good communication and interpersonal skills.</li> <li>• Well-motivated – ability to work with minimum supervision and willingness to undertake personal development and training to update knowledge and skills.</li> <li>• Accounting and book keeping skills</li> <li>• Ability to work effectively as part of a team with a dynamic, enthusiastic and harmonious approach.</li> <li>• Evidence of working under pressure, be flexible, resilient and positive.</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of legislation which impacts on the roles e.g, VAT, CIS etc.</li> <li>• Knowledge of the Academies Handbook</li> </ul>

**Personal Attributes**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Reflective and proactive in seeking feedback to improve</li> <li>• Collaborative, professional style of working.</li> <li>• Enthusiastic and resilient</li> <li>• Empathy with children and young people.</li> <li>• Ability to demonstrate enthusiasm and sensitivity while working with others</li> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> <li>• Be productive and show initiative.</li> <li>• Deep commitment to LHS' ethos "Where Learning Comes First"</li> </ul>	

**Telephone:**

01455 552710

**Email:**

[admin@lutterworthhigh.co.uk](mailto:admin@lutterworthhigh.co.uk)

**Address:**

Lutterworth High School  
Woodway Road  
Lutterworth  
Leicestershire  
LE17 4QH

[www.lutterworthhigh.co.uk](http://www.lutterworthhigh.co.uk)

[Get Directions](#)