



Finance Officer

JOB DESCRIPTION

RESPONSIBLE TO: Business Manager

JOB PURPOSE: The Finance and Administration Officer will support the Business Manager in preparing, managing, and monitoring the annually allocated budget. This role involves managing the day-to-day financial operations, processing orders, handling payments, and providing procurement advice and support to budget holders.

Principal Accountabilities:

Financial Management	<ul style="list-style-type: none"> • Assist the Business Manager in preparing, managing, and monitoring the annual budget. • Oversee the day-to-day financial operations. • Process and account for goods and services supplied on credit. • Collect, reconcile, and calculate all cash, receipts, and payments, and prepare cash for banking. • Ensure timely delivery of authorised orders. • Raise Purchase Orders, handle payment of invoices and resolve queries. • Record and reconcile petty cash payments. • Perform journal transfers between cost codes as required. • Provide advice and support to budget holders on monitoring their budgets. • Produce financial reports as required • Liaise with staff on financial and administrative aspects of their work.
Administration	<ul style="list-style-type: none"> • Cover the school reception when required. • Answer the telephone and receive visitors to the school and answer enquiries where required. • To attend Administration Team meetings. • Provide hospitality as and when required.
Corporate and statutory initiatives - equalities/health and safety/e government/ sustainability	<ul style="list-style-type: none"> • Complying with HCC Financial regulations and standing orders. • Complying with relevant legislation e.g. Health & Safety.

**Key decision making areas:**

- Prioritise tasks/workload
- Payment demands – liaise with suppliers
- Order requests

Working conditions:

- Normal office environment

Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.