



SENIOR FINANCE OFFICER

Whole School



The Corvus Learning Trust is incorporated in England and Wales

Company number 11045796

Registered Office: Edgbarrow School, Grant Road, Crowthorne, Berkshire RG45 7HZ

Job Description

Kennel Lane School: 2025

Job Title:	Senior Finance Officer
Reporting to:	Headteacher/Deputy Head
Direct re-ports:	Finance Assistant
Actual Salary for 49.2 weeks:	BG-G points 25 – 30 £33,268 – £37,308 per annum, plus £666 London fringe allowance. On successful completion of PRICE (school behaviour management training) an additional £1407 Special Education Needs allowance
Working Pattern:	Term Time plus 20 days = 43 weeks

Finance & Compliance

Accountable for the financial and administrative services of the school including the planning, preparation and accounting of the school budget within the prevailing legislative and regulatory frameworks:

- Manage the day to day running of the schools' finances including, but not limited to;
 - Undertake detailed monitoring of monthly expenditure to include advising on the status of individual cost centres
 - Reconcile alterations to individual needs, weighted pupil funding and adjust monthly accounts as necessary
 - Manage petty cash and ensure appropriate use of the school's bank accounts
 - Authorise purchase orders and approve payments ensuring correct financial control is applied
 - Process and reconcile central trust and other authority monthly reports; to include administering central payments and journals
 - Enter and track income/expenditure, including overseeing that of the school's private funds
- Identify and bid for additional grants and funding
- Oversee the administration of the school lunch payment system and reconciliation of catering invoices
- Adhere to the central trust financial procedures and reporting requirements
- Maintain cash flow forecasts
- Prepare monthly reports for school Governors and central trust, attending relevant meetings in an advisory capacity
- Ensure financial operations comply with the Finance Policy Scheme of Delegation
- Maintain fraud prevention measures and report any suspicious activity to leadership

Accounts Payable

- Process orders and requisitions, ensuring proper authorisation;
- Verify and authorise new suppliers and changes in supplier bank details
- Handle supplier queries regarding orders and payments
- Book CPD courses for staff and process related purchase orders
- Ensure accurate and timely invoice processing, including VAT recording
- Manage BACS payments and credit card transactions, reconciling monthly statements

Accounts Receivable

- Raise and manage lettings and other invoices efficiently
- Oversee debt management and ensure timely collection of funds
- Ensure the safe receipt, handling, and banking of all monies
- Record transactions in PSF and other school management systems as required

Budget Management & Procurement

- Generate and distribute monthly budget reports in line with school and central trust requirements
- Liaise with catering teams regarding hospitality costs and recharges
- Assist in budget planning and best-value procurement
- Advise budget holders and SLT on financial responsibilities
- Work with the Headteacher in preparing, managing and monitoring the annually allocated budget. Keep the Headteacher / senior leadership team informed on financial matters on a monthly basis
- Lead on procurement procedures and regulation, including managing any quotation, consultation or tendering processes
- Guide on best value suppliers and ensure cost effectiveness for the school in the provision of goods and services

Audit & Compliance

- Assist in preparing documentation for audit inspections
- Be responsible for the annual archiving and appropriate disposal of financial records
- Respond to and resolve various financial enquires from a variety of stakeholders, ensuring that appropriate records are kept
- Develop and implement the school's financial procedures and systems, ensuring that audit requirements are met and financial regulations are adhered to
- Maintain oversight of the school inventory ensuring the finance department upload all purchases at point of sale onto the inventory recording system

Line Management

- Maintain responsibility for 1 direct line report including, but not limited to,
 - Overseeing work responsibility and delegation of work
 - Training and other CDP requirements
 - Regular performance reviews

General/ Administration

- Manage the school Bursar email inbox, responding to queries promptly
- Maintain manual and digital financial records for audit purposes
- Communicate with suppliers, contractors, budget holders, and external organisations
- Attend meetings and training sessions as required
- Ensure compliance with child protection, health & safety, and data protection policies
- Maintain records and management information systems to ensure staff remuneration is accurately reflected

The post holder may be exposed to challenging or unpredictable learner behaviour.

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Job Specification

Applicants should pay particular attention to the requirements in the Person Specification when completing their application.

Key

E = Essential

D = Desirable

A	Qualifications, Knowledge and Experience	E/D
A1	GCSE (Grade C+ or equivalent) in Maths and English	E
A2	Further/Higher Education	E
A3	Experience using PSF/SIMS financial and school systems (Desirable but training given)	D
A4	Willingness to undertake further training	E
A5	Experience in education/public sector finance	D
A6	Excellent ICT skills: knowledge of Microsoft Office software package and in particular Excel, database maintenance and email/internet use	E
A7	Experience reviewing financial data for errors and discrepancies	E
A7	Understanding of financial best practices and legal requirements	E
A8	Knowledge of GDPR and data protection regulations	E
B	Competence Summary	
B1	Ability to maintain confidentiality	E
B2	Commitment to adhering to the schools vision, mission and goals	E
B3	Ability to problem solve any day to day issues, utilising initiative when appropriate	E
B4	Excellent interpersonal skills with colleagues, pupils, parents and professionals	E
B5	Experience in working in a public service or educational environment	D
B6	Knowledge of Child Protection and Safeguarding procedures	D
C	Skills and knowledge	
C1	Possesses excellent numeracy and analysis skills	E
C2	Strong organisation and time management, with the ability to multitask	E
C3	High attention to accuracy and detail	E
C4	Ability to work independently and within a team	E
C5	Excellent written and verbal communication skills, including the ability to listen to, understand and work with a wide range of audiences	E
C6	Ability to remain calm under pressure and meet deadlines	E
C7	High level of integrity, confidentiality, and discretion	E
C8	Committed to maintaining accurate records and following GDPR and retention policies	E
C9	Commitment to safeguarding and child protection	E
C10	Willingness to engage in continuous professional development.	E