

WIRRAL GRAMMAR SCHOOL FOR GIRLS
HEATH ROAD, BEBINGTON, WIRRAL CH63 3AF

Post: Finance Officer	Post Overview: To be responsible for all aspects of School Fund accounting within the school. Responsible for the processing of orders and invoices on the Academy's Financial Management Accounting System (CIVICA) liaising with budget managers and suppliers, as well as co-ordinating relevant payments.
Post Holder:	
Band D: Min Pt 6 is £25,989 to Max Pt 7 £26,403 NB This is the full time salary for the grade (Final Salary will be Pro Rata to reflect the term time nature of the post)	
Hours: 36 Hrs a week (term time plus 3 weeks so standard working weeks will be 41)	
Responsible to: Mr M Fitch – Business & Finance Manager	
Line Manager for: N/A	

A - Principle Responsibilities – Finance Including School Fund

1. Responsible for School Fund – recording and banking all income, issuing receipts. Although we generally operate a “cashless” office, there may be occasions where cash and cheques need to be recorded on the system and banked.
2. To be responsible for the housekeeping and general maintenance of the Tucasi System, liaising directly with the IT Manager regarding any specific technical issues and making changes to School Fund cost centres when required.
3. Archiving information on the Tucasi System.
4. Management of the on line payment system available for parents to pay for School Fund activities (trips, books, materials, school lunches)
5. Management of the on line payment system with regard to any work associated with charities, CEA donations, including the analysis of all gift aid transactions.
6. Visit bank to cash Petty Cash cheques and to process any Foreign Currency transactions.
7. Dealing directly with suppliers of School Fund services and coordinate the booking of appropriate transport for all of the trips.
8. To provide updates to staff as & when required on the financial state of particular school trips.
9. To check the accuracy of reports before printing for form tutors and Heads of Year and any members of staff with responsibilities for School Fund.
10. To print and collate the School Fund reports in a timely fashion.
11. Liaise with parents to ensure that all payments are made on time and to chase up any bad debts as and when they might occur.

12. To provide the Business & Finance Manager with monthly updates on the financial position of the School Fund.
13. To reconcile each month the financial position recorded on Tucasi with the relevant School Fund bank accounts.

Although School Fund is the principal element of this role, the post holder will also be expected to work closely with the other finance officer to pick up and share tasks as & when required. The main tasks in the other finance role are as follows...

14. To assist the Business & Finance Manager with the administration of the Academy's Financial Accounting System, particularly with regards to the purchase order processing and Purchase Ledger elements.
15. To assist the Business & Finance Manager in the housekeeping and general maintenance of the XERO System, adding new suppliers and making recommendation for changes to cost centres and nominal ledger codes when required.
16. Archiving invoices on the XERO System.
17. Liaising with suppliers to seek value for money in all aspects of the purchase ordering process and to resolve any queries which might arise with those suppliers.
18. Responsible for the ordering of goods and services through the purchase order processing system and the processing of invoices through the Purchase Ledger.
19. Responsible for matching invoices to purchase orders.
20. Co-ordinating weekly supplier payment runs, both by cheque and by BACS.
21. Liaising with budget holders, providing them with regular updates of their financial position as and when required.
22. Responsible for recording and banking all income, including any funds raised for charities etc issuing receipts as and when required.
23. Raise all sales invoices on behalf of the school e.g. lettings, fuel oil recharges etc.
24. Reconciling the credit card bill with the items which have been purchased.
25. Coordinating all lettings, liaising with those organisations using the premises and ensuring that the Letting Officer and caretakers are aware of the arrangements.
26. Assist the Business & Finance Manager with the preparation of financial returns.
27. To assist the Business & Finance Manager with the receipt, control and distribution of stationery orders and equipment to staff.

B - General Duties

28. During periods where time allows, to help in other areas of Support Staff responsibilities, as appropriate, eg. Exams, Finance or Main Office.
29. To undertake any other appropriate duties as directed by the Headteacher or SLT.
30. To assist with general office clerical support when required, including switchboard duties, word processing and distribution of documents to staff.
31. To give particular support to the Headteacher and Senior Management Team when required.