

## Farnborough Academy - Job Description

Post: Finance Officer  
Responsible to: Finance Manager  
Grade: Scale 4 - Point 19  
Hours: 30 hours per week, TT + 1 week  
Updated: July 2017

### **Purpose:**

Reporting to the Central Finance Management Team the purpose is to undertake the day to day financial administration and processing of the academy, supporting the FD and the Headteacher in ensuring that the school is compliant with appropriate bodies. This will include the maintenance of accurate financial records, processing payments and cash handling.

### **Safeguarding:**

Farnborough Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

### **Duties and responsibilities:**

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative and accountability.

- To provide financial support to the Academy with resolution of finance queries.
- To maintain Master Data with the Finance System (Corero) for all Customers and Suppliers and Web Users.
- To oversee the generation and distribution of all sales invoices for the Academy. To ensure that all receipts are accounted for and allocated correctly and that all outstanding debt is chased appropriately. Ensure that VAT is coded appropriately.
- To recommend for approval and write-off any bad debts.
- Full responsibility for processing all purchase requisitions on the Corero web portal, thereafter controlling all Corero financial transactions on the purchase ledger from the purchase requisition and generation of the order to the purchase invoice/credit note to payment. Investigating and concluding supplier disputes and discrepancies. To ensure that all Orders and Invoices are coded correctly. To ensure there is a robust audit trail in relation to purchases. Ensure that VAT is coded appropriately.
- Processing of employee's expenses. Ensuring the VAT is calculated and inputted correctly on Corero. Ensure all employee expenses follow the Staff Benefits and Expenses policy.

- Generating timely payments of all purchase ledger related transactions by preparing BACS payments on the online banking or by cheque as appropriate.
- Monthly reconciliation to the School Business Charge card and posting of transactions into Corero. Ensuring use of the Card is in line with the Finance Policy and Charge Card Agreement.
- To administrate the software system for managing the School Fund used for school trip related income and expenditure. Ensure the system reconciles to Corero each month.
- To ensure that all other income and expenditure is recorded appropriately in the Cashbook with a supporting audit trail.
- Overseeing the banking of cash and cheques and thereafter full responsibility for the month end bank reconciliation. The reconciliation to be presented and signed off by the Finance Manager.
- In partnership with the Finance Manager, to undertake the financial year end closedown of the School's books and support the Finance Manager in the year-end audit.
- To assist the Finance Manager with all Internal Audit and External Audit queries and with any other finance tasks as required.
- Coordinate the setting up of new music contracts with our pupils and any other financial related music activities.
- Use of other standard software such as Excel and PowerPoint, subject to appropriate training and guidance, as necessary in order to carry out tasks within the remit of the role.
- To assist with the duties of Reception and other Office Staff as required, ensuring a professional standard of customer service is provided to staff, visitors and telephone callers.
- Undertake any other duties, which may be reasonably regarded as within the nature and the responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Agreed by Post Holder:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_