

Job Description: Cluster Finance Officer

1. ROLE TITLE

Job Title:	Cluster Finance Officer
Reporting Line:	Cluster Finance Manager
Hours:	37.5 hours per week, plus 5 days during school holidays via mutual agreement.
Salary:	£22,105.53 per annum (pro rata to FTE of £24,978 per annum)

2. PURPOSE OF ROLE

- To assist the schools' finance function, ensuring all income and expenditure is accurately tracked and compliant with Group policy.

3. RESPONSIBILITIES

- Manage payments on iPay for educational visits and enrichment activities. Liaising with trip leaders regarding payments received. Keep the trips spreadsheets up to date with payments received.
- Request recharge accounts for upcoming trips - liaising with financial accountant at head office when they can be closed down.
- Liase with staff wishing to set up new payment items (trips/events) to agree content and terms including dates, description, deposit and cancellation terms, payment plans and amount to be charged.
- Maintain an overview of trips, profit and loss spreadsheets, tracking discretionary contributions made by school.
- Processing of supplier invoices for payment.
- Apply for grants to gain extra funding to help disadvantaged students and enable them to have access to trips and music lessons. Liaise with the Principal's PA regarding this and ensure that the tracker is kept up to date.
- Request quotations for train/coach travel for trips and book as required.
- Raise whole school purchase orders for items such as copier paper.

- Request new suppliers for the finance system when required, ensuring all relevant information is provided. Request amendments where necessary.
- Set up new staff accounts on the finance system and make any amendments required.
- Check statements from suppliers and request copies of invoices where applicable.
- Maintain files to satisfy audit requirements.
- Deal with telephone queries as required.
- Liaise with the suppliers to resolve queries, respond to payment reminders
- Issue iPay account activation letters and liaise with iPay where issues require their input to resolve.
- Send reminder emails for catering accounts that are in arrears for both staff and students. Contact parents of students if debt is not cleared.

Other

- a) Maintain compliance within the school's data protection regulations in all administrative processes.
- b) Support and encourage the school's ethos and its objectives, policies and procedures.
- c) Any other duties required, commensurate with the responsibility and level of this post. These duties will be reviewed annually.

4. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE

- Excellent standard of numeracy.
- Ability to work towards deadlines and manage time effectively.
- Good communication, interpersonal and liaison skills to a variety of audiences.
- Effective teamwork but also able to work independently.
- Highly flexible according to school needs.
- Organised and methodical manner.
- Excellent working knowledge of Microsoft 365 and finance systems.
- Previous experience in a school desirable.