

HAYDON SCHOOL
JOB DESCRIPTION – FINANCE OFFICER (APPRENTICE)

Post Title	Finance Officer - Apprentice
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:	Finance Manager
Purpose of the job:	Assist in administration of a range of finance procedures, providing a high quality finance support service. Responsible for day-to-day management of finance system, sales and purchase ledger, credit control, budget monitoring, reconciliations, payroll support, cash/cheque handling, assisting with management reports, ensuring that the use of resources are adequately monitored and controlled.
Salary/Grade:	FTE £17,446.00 and Pro-rata £14,919.69
	37 hours per week and 39 weeks per year (term time plus 4 additional days).
Disclosure level:	Enhanced
Main duties and responsibilities:	<p>Main duties and responsibilities are indicated here. In order to deliver the service efficiently, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to in this job description. Such duties, however, will fall within the scope of the post, at the appropriate grade.</p> <ol style="list-style-type: none"> 1. Income management 2. Suppliers, orders, invoices and purchasing 3. Payroll processing 4. Petty cash 5. General finance tasks
Specific responsibilities:	<p>Income management</p> <ul style="list-style-type: none"> • Assist in ensuring that all income and expenditure are appropriately accounted for and recorded on the finance systems • Ensure accurate records are maintained for pupil premium (free school meals) • Accurately account for the banking of all income, including lettings, trip money and all monies raised for charity events and to liaise with staff and students in respect of school trip payment requirements • Oversee operation of online payments, reconciling receipts of Parent Pay, cashless catering system, etc • Create invoices for funding claims and school supplies services, lettings, etc • Chase outstanding payments, reporting any issues to the DFO • Maintenance of the budget, sales, purchase, bank, nominal ledger, etc, on a daily basis • Checking invoices and expenditure items for accuracy including amount and frequency so as to safeguard against errors • Coding and input of invoices onto the finance systems • Ensuring that the statements are checked and copy invoices requested when needed • Raise cheques and BACS transfers for approved payments to suppliers, ensuring that all payments are properly authorised and approved • Overseeing the raising of credit notes/cancelling invoices • Reconcile the purchase card statements • Monitoring and processing direct debits • Processing insurance claims <p>Suppliers, orders, invoices and purchasing</p> <ul style="list-style-type: none"> • Recording of all financial transactions accurately on the finance systems • Obtaining quotes for purchases in accordance with the school's procedures to achieve value for money

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	<ul style="list-style-type: none"> • Process all orders and invoices ensuring that the school complies with the authorisation levels as prescribed in the school's internal financial procedures • Check orders, record deliveries and arrange for despatch to departments • Ensuring that all purchase orders are processed only if within the budgets and after relevant authorisations have been acquired • Deal with queries relating to payments and deliveries • Ensure that invoices from the catering and cleaning contractors are accurate • Check the catering invoices against the cashless payment system • Book coaches and arrange tickets, etc, for school trips • Ensure that best value for money is achieved from all purchases <p>Payroll processing</p> <ul style="list-style-type: none"> • Using the payroll provider's software, prepare information for processing by the school's payroll provider in line with the agreed timescales • Following authorisation, post payroll expenses • Assist in dealing with payroll-related queries, e.g. in relation to pensions and tax (together with personnel assistant) • Using the reports in the payroll software explain any variation in salary payments • Assist the DFO in ensuring statutory returns are produced <p>Petty cash</p> <ul style="list-style-type: none"> • Receive and check claims, ensuring they are correctly authorised • Process claims and put onto the finance systems • Maintain a petty cash float and reconcile it promptly at the end of each month • Ensure VAT receipts are provided to support claims, and to chase staff who do not produce them • Process cash advances to staff who need cash in advance of making purchases on behalf of the school • Process petty cash reimbursements <p>Other finance administration</p> <ul style="list-style-type: none"> • Assist the DFO in the review of income and expenditure against budget headings and report any variances and produce reports and analysis as required • Assist with the maintenance of inventory control and other systems • Manage the administration of payments for all school trips, producing profit/loss statements as required • Assist the DFO with matters relating to accounts, audits, budget preparation and preparation and audit of annual accounts, dealing with enquiries from DfE/ESFA and responding to their requests, etc • Assist with VAT and prepare claims for submission to HMRC for refunds of VAT back to school • Carry out month end and year end procedures • Carry out bank reconciliation • Process staff lunch duty meals • Keep the budget forecasting package up to date • Deal with post for finance office • Carry out filing and scanning as needed
<p>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required and consistent with the overall level, nature and grading of the post.</p> <ul style="list-style-type: none"> • To promote actively the school's corporate policies • To continue personal development as agreed • To actively engage in the staff review and development process 	

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed to reflect changes in the job commensurate with the grade and job title.

DATE – FEBRUARY 2024