



Job Description

Job Title: Finance Officer

Accountable to: Finance and Operations Director

Job Purpose

To provide effective and efficient financial administration support to the school, ensuring that financial transactions are processed accurately and in a timely manner in accordance with the school's financial regulations, policies and procedures.

To support the Finance Manager in maintaining robust financial controls, accurate financial records and effective budget management across the school.

1. Financial Transaction Processing

- Process purchase orders, invoices and payments in accordance with financial procedures.
- Receive and process purchase requisitions from departments.
- Raise purchase orders and enter transactions onto the financial management system.
- Verify delivery notes and invoices for accuracy.
- Code invoices appropriately and prepare them for payment.
- Process supplier payments through approved payment methods.
- Liaise with suppliers to resolve queries and discrepancies.
- Assist with the accurate processing of sales invoices and income transactions.

2. Bank and Cash Management

- Manage the day-to-day administration of the school's main bank account.
- Process all income received by the school and ensure accurate recording within the financial system.
- Administer direct debits and BACS payment runs.
- Assist with monthly bank reconciliations and maintain responsibility for designated bank accounts.
- Manage the school's petty cash system, including:
 - Reviewing requests for petty cash.
 - Maintaining accurate records.
 - Completing month-end reconciliations.

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3. Trust Fund and Credit Card Administration

- Administer the school's Trust Fund account and maintain accurate financial records.
- Manage school credit card transactions.
- Reconcile credit card statements and ensure supporting documentation is obtained and retained.
- Investigate and resolve any discrepancies promptly.

4. Income Management

- Ensure all income is accurately recorded and reconciled within the financial management system.
- Maintain appropriate supporting documentation for all income received.
- Assist in monitoring outstanding income and resolving discrepancies where necessary.
- Support the administration of the school's online payment system.

5. Sixth Form Bursary Administration

- Manage the administration of the Sixth Form Bursary Fund.
- Process applications and maintain accurate records.
- Communicate effectively with students, parents and carers regarding bursary applications and payments.
- Ensure bursary payments are administered in accordance with funding requirements and school procedures.

6. Financial Systems and Compliance

- Maintain accurate financial records and documentation.
- Support internal and external audit processes by providing information and evidence as required.
- Ensure compliance with financial regulations, school policies and audit requirements.
- Assist in the development and maintenance of effective financial procedures and controls.
- Contribute to the continuous improvement of finance systems and processes.

7. Administrative Support

- Provide administrative support to the Finance Team as required.
- Assist with the preparation of financial information, reports and returns.
- Support data retention and confidential disposal processes.
- Undertake general administrative duties commensurate with the role.

General Responsibilities

Confidentiality

- Maintain strict confidentiality regarding all matters relating to pupils, staff, governors and school business.
- Comply with data protection legislation and school policies.

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Safeguarding

- Promote and safeguard the welfare of children and young people.
- Follow all safeguarding and child protection policies and procedures.
- Undertake safeguarding training as required.

Health and Safety

- Take reasonable care of personal health and safety and that of others.
- Comply with school health and safety procedures.

Equality and Diversity

- Promote equality, diversity and inclusion in all aspects of the role.
- Ensure services are delivered fairly and without discrimination.

Professional Development

- Participate in appraisal and professional development activities.
- Maintain and develop knowledge of financial regulations, systems and best practice.

Other Duties

- Undertake other duties commensurate with the grade and nature of the post as reasonably required by the Finance and Operations Director or Headteacher.
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