**Job Description: Finance Officer**

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| **Post Details** |  |
| **School:** | Poole High School |
| **Grade:**  | 6 |
| **Weeks per year:** | Term time plus 2 weeks |
| **Duration:** | Permanent |
| **Responsible to:** | Finance and Business Manager |

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| **Main Purpose** |
| To support the Finance & Business Manager in the day to day running of the school finance officer. Support in managing financial transactions for the school to ensure legal compliance and effective governance. The post-holder will be expected to apply a consistent approach to key daily and monthly tasks. |

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| **Main Duties and Responsibilities** |
|  **Operational Finance Tasks** * Management of bank accounts & petty cash, including posting ledger transactions and reconciling regularly
* Management of purchase ledger & petty cash, including posting ledger transactions and reconciling regularly
* Posting of transactions onto accounting ledger
* Process all ordering, in line with MAT policies
* Preparation of supplier payments
* Preparation of all invoicing
* Managing group email inboxes
* Setting up and monitoring payments through online system for extra-curricular activities and trips
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes** |
| **Essential*** A-C GCSE Maths & English, or equivalent qualifications/grades
* Ability to work independently, demonstrating initiative
* Ability to reconcile priorities, work to tight deadlines and problem solve
* Excellent interpersonal skills
* Previous accounting experience
* Proficient with Microsoft Office

**Desirable*** Knowledge of Planergy and Xero
* Experience of working in a school
* Knowledge of Arbor Management Information System
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the post-holder.
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| **Key/Glossary of Terms** |
| TL = Twynham Learning* Planergy = our spend management system
 | * Arbor = our Management Information System
* Xero = our accounting system
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