



SENIOR FINANCE OFFICER

Monday to Friday, 8am to 4pm, 52 weeks per year

Salary: £28,000 - £32,000 depending on experience

Reports to: Finance Manager

The Bursary at King Alfred School comprises a small team of staff who manage the financial and administrative activities of the school. Each member of the team has their own expertise but are all expected to support each other and where necessary, step in for each other, to enable the smooth running of the Bursary.

As part of the role, the Senior Finance Officer will liaise with the administrative and teaching staff throughout the school

Reporting to the Finance Manager, the School now seeks a part-qualified person, or someone who is qualified by experience, to take on the role of Senior Finance Officer.

The Senior Finance Officer will be assisted in maintaining the purchase ledger and accounting records by the Finance Officer.

Key Responsibilities:

The key responsibilities of the role are:

- The maintenance of comprehensive up-to-date accounting records for the School and its trading subsidiary
- Preparation of management accounts including notes, working closely with the Finance Manager
- Preparation of monthly budget reports
- Bank reconciliations for the main school and the Trading Company
- Post the petty cash transactions for the main school and the Trading company
- Reconcile and post all company card transactions, for the main school and Trading company users, to the nominal ledger
- Setting up of new suppliers
- Reviewing the purchase ledger system for overdue invoice approvals
- Processing all staff expense claims
- Prepare and run supplier payments through BACS on a weekly basis.
- Raising Internet bank payments and posting them to the nominal ledger
- Raising invoices for the Trading Company and liaising with the letting manager
- Creating and recording interbank transfers
- Preparation of the Parent Staff accounts
- Maintaining the FX cards for both the main and Trading company
- Preparing the annual return, tax reclaims, reports to the charity commission and other similar reports
- Administering the general insurance and motor insurance, including claims

- Inputting the annual budget into the accounting system

Whilst this job description outlines 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.

It is understood that areas of responsibility can evolve in light of the needs of the school and the professional development of the staff. This job description may therefore be periodically amended after joint review with the post-holder.

Person Specification:

In order to fill this role effectively, the ideal candidate will have the following skills and experiences:

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to degree level		Y
Part Qualified Accountant / QBE		Y
EXPERIENCE		
Experience in Management accounts production		Y
Experience in Purchase ledger reconciliation	Y	
Experience in Bank reconciliation	Y	
Experience in corporate card reconciliation		Y
Experience in the Budgeting process		Y
Experience In schools		Y
KNOWLEDGE AND SKILLS		
Excellent IT skills – specifically in excel. Proficiency in MS Office applications and are confident when using digital skills and other applications	Y	
Financial knowledge of budgeting		Y
Knowledge the education sector		Y
Excellent written and verbal communication skills	Y	
Knowledge of accounting and administration systems	Y	
Knowledge of PASS/WCBS system		Y
Management reporting	Y	
PERSONAL COMPETENCIES AND QUALITIES		
Organisational and prioritisation skills	Y	
Good communication skills (written and verbal)	Y	
A proactive and collaborative worker with the ability and drive to problem solve and find solutions	Y	
A flexible, results focussed approach to work combined with a keen eye for detail and always meeting significant deadlines		Y
A positive, flexible and energetic approach to change, improvement and problem solving	Y	
Desire to engage in the community and life of the School		Y

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.