

Magdalen College Academy

*We are committed to the protection and safety of our students
and expect all staff to share this commitment*

JOB DESCRIPTION

Salary Grade E/F

Post Title	Finance Officer
Jobholder	
Reporting to	Finance Manager
Specific responsibilities of the post	<p>Finance</p> <ul style="list-style-type: none"> • To deputise for the Finance Manager as required • To adhere to the regulations and requirements as outlined in the Academy's Trust Handbook and wider school's financial procedures and policies. • To assist in the control and monitoring of the academy's finances through the academy's Finance and other related systems • To assist with monthly financial processes as required, including but not limited to reconciliation of the bank and other control accounts and VAT returns. • To assist with BACS payments and month/year end close down processes • To assist in the control and monitoring of the academy's bank accounts and associated payment cards • To assist in the preparation of audit files for both external audit and internal scrutiny and to support the process throughout • To process orders/commitments on to the academy's finance system and obtain best value for good and services on behalf of the academy and in accordance with authorisation procedures adhering to budget limits • To process invoices and obtain approval from appropriate budget holders ready for payment within prescribed credit terms • Ensure that charges and income are invoiced as directed and that all debts, including school meal accounts are monitored and pursued in accordance with the academy's policy. • To have responsibility for the school's on-line payment platform including the creation of new accounts to stakeholders, trips, events, and meal accounts for students. • To provide accurate and timely budget information and reports to relevant budget holders, dealing with any queries. • To ensure that all internal recharges are raised in accordance with the academy's policy and procedure to maintain accurate budget information • To undertake appropriate professional development and training commensurate with the post
Responsibilities as a member of staff	<ul style="list-style-type: none"> • To ensure that the safety and welfare of all students is given priority at all times • To support the ethos of the school at all times and demonstrate high staff standards of personal and professional conduct whilst at work and otherwise • To ensure an appropriate individual response to whole school priorities • To engage actively in the Performance Management Review Process • To implement all school policies • To attend all meetings as directed • To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this appropriately.
Personal Qualities the	<ul style="list-style-type: none"> • Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School

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postholder is expected to be	<ul style="list-style-type: none">• Committed to ensuring the safety and welfare of all students at all times• Committed to teamwork within all aspects of the school• Proactive in terms of furthering their knowledge and skills• Punctual for all commitments• Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

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Personal Specification – Finance Officer

Area	Essential	Desirable
GCSE or equivalent in Maths and English	√	
Good literacy, numeracy & IT skills	√	
Experience of working in a school, local authority, public sector or similar environment		√
Good organisational skills and ability to work unsupervised, complete tasks competently and to deadlines	√	
Competent in the use of IT systems and packages, especially 'Microsoft Office' (Word, Excel, PowerPoint, email),	√	
Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information.	√	
Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems.	√	
Able to work under own initiative	√	
Demonstrate working effectively as part of a team, maintaining good relations with colleagues and others	√	
Ability to generate support from colleagues and motivate others to achieve their best.	√	
Flexible attitude to duties and working hours when necessary in order to fulfil the requirements of the role and the needs of the school	√	
Ability to stay calm under pressure	√	
Personable and approachable with good interpersonal and communication skills	√	
Reliable	√	
Demonstrate a positive attitude to the work and support the ethos of the school	√	
Demonstrate an understanding and commitment of the school's ethos and required code of conduct and behaviour	√	
Willingness to learn new skills and be able to undertake training and development where required	√	