



VYNERS SCHOOL
(part of Vanguard Learning Trust)



FINANCE OFFICER – TRUST

Job Description

Core Purpose:

To assist the local Finance Manager and MAT Chief Financial Officer (CFO) in the efficient execution of all finance office activities. The postholder will have responsibility for transactional processing on behalf of both Vyners School and Ryefield Primary School.

Core Qualities:

- Experience of finance processes and practices.
- A commitment to effective and accurate data recording and management.
- Able to promote and safeguard the welfare of students at the school and to act as an appropriate role model for young people.

Specific Responsibilities

- To record accurately all income/expenditure for the assigned schools/ledgers, covering debtors, prepayments, accruals, creditors, journals, monthly reconciliations and inter-departmental transfers. The postholder is required to follow the month end process / timetable set out by the CFO.
- To process official orders for the assigned schools/ledgers. Enter orders onto SAGE4Education and dispatch to suppliers. Checking and allocation of subsequent deliveries.
- To prepare BACS run for Ryefield Primary School and Vyners School Pupils Fund (VSPF), ensuring payments are correctly authorised by Senior Leaders in line with the relevant Scheme of Delegation.
- To prepare the monthly VAT detail report for Ryefield Primary School for submission to the CFO for central Trust VAT reclaim.
- To support the use of designated school charge cards (as required) to make payments for individual schools, ensuring that payments are correctly authorised and that the monthly statement is countersigned by the appropriate Business Manager/Headteacher.
- To act as main point of contact for staff at Vyners School wishing to organise a school trip / activity for which a cost is payable by parents. The postholder will be expected to advise staff on an appropriate trip costing, within Trust policy and to sign off on the price of most trips. Any contentious issues may be referred to the Local Finance Manager for resolution.
- To be responsible for setting up new offers on the cashless system (against the assigned school account) and act as a point of contact for parents with queries on making payments. To provide Subject Leaders with regular information regarding the status of offers (particularly in relation to the operational of school trips at Vyners School) and to assist with chasing late / overdue payments as may be required.
- To prepare the banking of any monies for the assigned schools/ledgers, and the counting, allocation and banking of any fundraising efforts by students.
- To be responsible, under the supervision of the CFO / Local Finance Manager, for the monthly reconciliation of such school bank accounts as may be assigned from time to time.
- To prepare sales invoices as required for all debtors for the assigned schools/ledgers, and to monitor subsequent incoming payments. To chase late payments, escalating any issues to the local Finance Manager as required.
- To act as the main financial point of contact for the Jack Petchey Scheme at Vyners School ensuring that nominations are appropriately recorded and returns are supplied in a timely manner.

- To act as the main point of parent contact for Free School Meal and 16-19 Bursary Funding applications at Vyners School and Ryefield Primary School, guiding parents through how to apply for either scheme and actioning successful applications (via SIMS data entry). To proactively manage the annual re-application process and to liaise as required throughout the year with other school staff who have an interest in supporting our vulnerable students.
- To assist the Local Finance Manager, CFO and external auditors during the annual statutory audit process, ensuring any questions about the areas under the postholder's particular control are answered quickly and accurately.
- To work with Vyners School and Ryefield Primary School to ensure accurate fixed asset and inventory registers are kept and that the Local Finance Manager / CFO (as applicable) is notified of any fixed asset purchases or disposal, for the purposes of statutory recording
- To ensure that finance documentation for the assigned school/ledger is accurately maintained and that archiving is organised and accessible for Finance team members and external auditors.
- To provide support and information to the CFO and Local Finance Manager for Vyners School as may be required during the year
- To assist other members of the Finance Team and to undertake such other duties as may reasonably be required from time to time.

Line manager:

Local Finance Manager for Vyners School

Hours of Work:

8.00am – 4.00pm term time (188 days) plus 5 INSET days and 5 compulsory days to be worked during the holidays (exact dates to be negotiated with line manager, but most of these days will be worked in the last week of the summer holiday). ½ hr unpaid lunch break.

Though primarily based at Vyners School, there will be some requirement to travel and work at other schools in the Trust. The postholder can expect to spend around 40% of their time supporting Ryefield Primary School. They will be expected to travel to Ryefield Primary School at least once a week and will therefore need access to their own car (mileage will be reimbursed).

Grade:

This post is paid at Vyners Grade 5.

Total Hours:

37.5 hours per week (not inc unpaid lunch break). 1,485 hours per annum

Signed

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(Postholder)

Date

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Signed

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(Line manager)

Date

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Person Specification

Essential:

- A good all round level of education, including English and Maths.
- Significant previous experience of working in sales/purchase ledger team, including bank reconciliation, experience of cashbook, nominal ledger, banking and cash handling
- Tact, diplomacy and the ability to treat aspects of their work with the necessary degree of confidentiality
- Flexible
- Hardworking, capable of managing their own time effectively and of working to deadlines
- A team player
- Proven organisational ability
- Accuracy and attention to detail
- Good interpersonal skills, with the ability to provide an effective service to members of the wider school community and to parents.
- Ability to adhere to financial procedures and policies and to effectively communicate the reasons for such policies to non-finance members of the school community
- Excellent MS Office skills. The postholder will be required to use Excel extensively for the recording and analysis of data.

Desirable:

- Previous experience of Sage 200 or Sage4Education
- AAT qualification