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| **POSITION:** | Finance & HR Officer (Acre Hall Primary School) |
| **REPORTS TO:** | Head Of Finance (Dunham Trust) |
| **GRADE:** | 5 (scp 26 – 28), 20 hours per week, Term time plus 2 weeks |

**Key Role/Functions:**

To ensure public and non-public funds are spent in accordance with the Finance Policy and EFA guidance (Academies Financial Handbook), and that purchase and sales ledger transactions are processed efficiently and accurately, with full reconciliation and audit trail.

To ensure the main financial recording system – SAGE Education - is accurate and up-to-date at all times.

To assist the Office Manager in the administration of the HR and Payroll functions, ensuring accurate and full record-keeping on SIMS personnel and in manual files, and compliance with legal and Safer Recruitment guidelines.

**Specific Duties and Responsibilities**

**Finance Support:**

* Purchase Ledger - Taking full responsibility for purchase ledger/ procurement process from processing of orders to payment of suppliers using the SAGE Education software– maintaining the internal control framework in accordance with Trust Finance Policy and monitoring cash flow where required;
* Charge Card – ensure that expenditure on the charge card is fully supported, correctly posted to the nominal in a timely manner and fully reconciled to the monthly statement;
* VAT – ensuring VAT is recorded accurately on all transactions and that VAT receipts are maintained and files in accordance with HMRC requirements and reconciled to monthly system VAT return;
* Procurement – ensure internal controls framework and scheme of delegation is followed for day to day procurement and take responsibility with any significant procurement/ tendering (ensuring Head of Finance is kept fully informed;
* Bank reconciliations – ensuring bank to nominal cash book position is reconciled on a weekly basis for review by Central Finance Team/ Head Of School;
* Petty cash claims – ensure all staff claims are in accordance with Finance Policy, recorded accurately and paid promptly;
* Sales Ledger – ensure all other income is invoices on a monthly basis with full audit trail. Manage credit control and trade debtors reconciliations on a monthly basis
* Sales Ledger (off balance sheet debts) – liaise with office staff to ensure ParentPay balances and receipts are reflected in monthly accounts and are being managed appropriately. Ensure full cashless system is implemented across the school;
* Fixed Assets – ensure the fixed asset register system is maintained on a monthly basis with a full record of assets within the school to allow regular review by the Central finance Team. Establish a system in conjunction with the Site Manager for monitoring the movement of assets;
* Funding Income and Salary Costs – in conjunction with the central finance team, ensure funding and payroll journals are posted promptly and reconciled on a monthly basis to source documents. Assist the Head Of school with any grant funding bids, ensuring full audit trail of costs is maintained for any successful bids;
* Month end Reporting – follow the system set up by the central finance team and produce and reconcile month end reports for all balance sheet codes;
* Internal Controls – ensure the finance policy is adhered to at all times and that filing is maintained in line with best practice and to satisfy Responsible Officer/ Internal assurance/ external audit checks;
* Management Reporting – assist Head Of Finance with preparation of governors reports and analysis of transactions for internal budget holders and senior leadership – report any significant variances to budget to Head Of Finance promptly;
* External Reporting – assist head Of Finance in preparing reports/ schedule for external audit and the ESFA as required;
* Budgeting and Forecasting – support the head Of Finance in preparing forecasts by ensuring all commitments are recorded on the SAGE Education system. Assist with the annual budgeting process by providing analysis of costs;
* Attend Trust Business Forums and share best practice.

**HR Support:**

* SIMS Personnel and School workforce census – ensure SIMS is kept up to date for new starters, leavers and contractual changes and take responsibility for producing the annual workforce census for the DfE;
* Recruitment – assist the Head Of School in producing adverts, calculating salaries, shortlisting candidates, setting up interview tasks, contacting candidates and producing offer letters;
* Pre-employment paperwork and checks – ensure all pre-employment paperwork for payroll and other purposes is complete
* DBS Checks – process DBS checks for new starters using the eBooker system and ensure certificate numbers are logged on the Single Central Record before start date;
* Contracts – ensure all new starters are issued with contracts (via HR) and copies are retained on HR files, along with amendment to contract letters
* Maternity paperwork and insurance claims – ensure maternity applications are complete and that maternity letters and risk assessments are issued to staff, with relevant copies being retained on file;
* Staff absence insurance claims – ensure any maternity/ supply claims are logged on the insurance portal promptly and accurately and liaise with the insurer over any claims until cash settlement;
* Management Reporting – produce absence statistics and other reports for Governing Body and Head Of School;
* File Management – regularly review HR files to ensure all relevant paperwork is included and checklist complete, maintaining confidentiality at all times.

**Payroll & Pensions Support:**

* Check and upload monthly mileage and overtime claims to GMSS system, assisting staff with claims where necessary, and maintaining a full audit trail of approval;
* Complete and upload relevant electronic forms and paperwork to GMSS in relation to new starters, contractual changes, leavers and maternity, ensuring manual payroll file includes complete audit trail and is fully reconciled to monthly MI and payroll recovery report;
* Dealing with employee queries on claims or other payroll matters, referring to central finance team or logging with GMSS as appropriate;
* Post monthly payroll journal to SAGE system and update monthly payroll reconciliation;
* Review termly establishment report and log any queries with GMSS and Head Of Finance.

**Health & Safety:**

All employees have the responsibility:

* To comply with safety rules and procedures laid down in their area of activity.
* To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
* To use protective clothing or equipment as may be provided.
* To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly.
* To cooperate with the Head Of School in the fulfilment of the objectives of the Academy/Trust Health and Safety policies.

**Safeguarding:**

* Update CPOMS systems and Designated Safeguarding Lead with concerns as appropriate;

**General:**

* The HR & Finance Officer may be called upon to perform other duties that the Head Of School or Office Manager considers reasonable, that are commensurate with the grading and designation of the post

**Professional Development**

1. Identify CPD Opportunities and undertake professional reading
2. Attend staff meetings and INSET days
3. Participate in Performance Management cycles

**Communication and Community Links**

1. Fully support the life and work of the Multi Academy Trust
2. Develop and maintain positive and effective relationships with parents, the local community and governors
3. Develop and maintain links with the out-sourced support services
4. Ensure that parents are well-informed

#### KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the academy’s objectives in service delivery by:

* Enactment of Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* At all times operating within the Academy’s Equal Opportunities framework
* Commitment and contribution to improving standards for pupils as appropriate
* Acknowledging Customer Care and Quality initiatives
* Contributing to the maintenance of a caring and stimulating environment for pupils

#### SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the DBS Service to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with The Dunham Trust’s Equal Opportunities Policies.

**Signed (Finance & HR Officer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed (Head Of Finance): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**