

Post 55

Finance Officer

Job Description

The role will require close cooperation with:

- All members of the Senior Management Team
- Other members of staff.
- Parents, governors and the local community.
- Members of the inspectorate, advisory and support services

General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Main Responsibilities

The Finance officer is responsible to the Finance Manager for:

1. Monthly payroll, including wages reconciliation, pension reports and payments to HMRC.
2. Controlling and operating the Purchase Ledger, including preparing all incoming invoices for payment, obtaining the necessary authorisations, preparing batches of invoices for payment and maintaining all appropriate accounting records, including resolving queries.
3. Administering and controlling the repayment of staff personal expenses.
4. Carrying out general office filing related to the above.
5. Credit card reconciliations.
6. Sales and billing ledger invoicing and credit control.
7. Assisting the Financial Manager with other tasks as required.

Qualification and Experience

1. AAT Qualified/part-qualified or able to demonstrate a similar level of competence achieved through experience.
2. Experienced user of Accounting packages (e.g. Sage Line 50)
3. Microsoft Excel and Word experience
4. An appreciation of the ethos of, and willingness to work in, an independent preparatory school environment.

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5. Satisfactory outcome from a DBS check (formerly CRB disclosure).
6. Ability to work unsupervised and on own initiative.
7. Ability to manage personal workload and to prioritise tasks appropriately.
8. Ability to deal confidently and courteously with face-to-face enquiries from staff and parents/fee payers.

Signed Date

[Headmaster]

Signed Date

[Employee]

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