All Hallows Catholic School
www.allhallows.net

# FINANCE OFFICER
## Start Date Negotiable

An opportunity has arisen to join the Finance Team to assist with the day-to-day financial running of All Hallows. Working alongside the School Business Manager and another Finance Officer, the successful candidate will work with school accounting systems (SIMS FMS & Sage), processing invoices, orders, performing reconciliations and managing external lettings. Advanced Excel skills are essential.

Salary range £22,740 - £26,101 pro-rated (£23,387 - £30,988 FTE) dependent on experience and qualifications.

The position is term-time only (39 weeks per annum), 37 hours per week.

Should you wish to apply, please send your CV and covering letter to Caroline Antrobus at c.antrobus@allhallows.net. Closing date Friday 3 June 2022.

---

# JOB DESCRIPTION: FINANCE OFFICER

## JOB PURPOSE
To support the day-to-day financial running of the school. The post-holder must be committed to the concepts of customer care and the need to provide a high quality service.

## RELATIONSHIPS
The post holder is responsible to the School Business Manager and to the Headteacher.

*All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.*

## KEY SKILLS
Essential skills
- Experience of working in an accounts administration role.
- Advanced Excel is essential; must be able to write complex formulae and manipulate and cross-reference data with speed and accuracy.
- Must have working knowledge of a recognised accounting software.

Desirable skills
- Experience of SIMS FMS.
- Experience of Sage.
- Previous experience working in schools accounts.
- Good communications skills, building internal and external relationships.

## RESPONSIBILITIES & KEY TASKS
The main responsibilities of the Post Holder are to assist as follows:

General Finance
- Administering income and expenditure to the relevant ledger codes, cost centres, and bank accounts using FMS (the school accounting system).
- Preparing purchase orders, and online credit card orders.
- Processing invoices.
- Monthly payroll checks against staff budgets and preparation of payroll journals.

- Weekly reconciliation of ParentPay income.
- Management and reconciliation of numerous Excel spreadsheets containing information on school trips, lockers etc.
- Processing transfers and BACS payments via HSBCnet.
- Preparing and processing accounts payable and manual cheques for signature.
- Maintain full accounting records of the unofficial school funds and the All Hallows Farnham Charitable Trust on Sage, including administration of donors, bank reconciliations, VAT returns and annual Gift Aid claims.
- Creating invoices for services supplied by All Hallows Catholic School and responsible for subsequent credit control.
- Preparation of monthly departmental budget statements.
- Calculation of minibus mileage charges.
- Processing All Hallows Lottery income, expenditure, and prizes.
- Processing non-teacher DBS applications, and recording data on the school single list.
- Managing and reconciling Petty Cash expenditure.
- Weekly reconciliation of unofficial school funds cash (St Swithuns).
- General staff, supplier and parent enquiries.
- Occasional evening events that require financial support.

Lettings

- Managing external lettings enquiries.
- Creating invoices for all external school lettings and responsible for subsequent credit control.
- Diary management of external lettings, and correlation of all applications and insurance

## OTHER DUTIES

Such other duties as may be reasonably allocated within the purview of the post by the Headteacher or School Business Manager.

## FLEXIBLE WORKING

The post-holder is expected to provide support and administrative help in providing cover in the event of the absence of another team member.

## SAFEGUARDING

All Hallows Catholic School is committed to safeguarding and promoting the welfare of children. Any job offered will be conditional on the satisfactory completion of pre-employment checks including an enhanced Disclosure and Barring Service check and barred list check.

## HEALTH AND SAFETY

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

*All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook. All employees are also required to sign a confidentiality agreement concerning any personal information they may obtain about any member of our community in the course of their duties.*

## GENERAL

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

## NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Senior Management of the school.

Contracts and Administration are organised through the Finance Department.