



SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION for the post of Finance Officer

at

The Rowans School (TR)
And Shrewsbury House School Trust (SHST)

SHST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title: Finance Officer

Primary Purpose: Responsible for carrying out key financial and administrative activities and for monitoring budgets at TR and reporting on them regularly to the Trust's Financial Controller and the Head of TR.

Reporting to: Financial Controller of SHST and the Head of TR.

Key Tasks and Responsibilities:

- Maintain TR Purchase Ledger, process invoices, send them for authorisation to the Head and complete payment runs each week.
- Keep up to date parents' profiles, address contact numbers, e-mails and bank details.
- Apply fees and process extra's and disbursements/recoverable to parent accounts, each term, resolving queries after fee runs and chase debtors' payment.
- Process termly activity invoices for externally run clubs and invoices and any other lettings available.
- Capture all termly fee receipts/ direct debits and other school payments and transfers from the bank accounts and apply them to relevant nominal or parent's accounts.
- Produce weekly aged debtors with comments, during the collection time.
- Manage the applications, adjustments and approvals for School Fees Plan (SFP).
- Administration of Child Care Vouchers – maintain eligible list for children up to 5 years old, liaise with parent and Childcare Voucher companies regarding remittances and apply the payments to parent's accounts.
- Process claims for nursery milk reimbursement scheme for TR, reviewing the daily registers and milk purchases to back up the claims.
- Process pupil deposits received into the bank or via cheque and keeping an auditable record.
- Send extra TA clubs' hours timesheets to Trust payroll each month.
- Liaise directly with the Trust's insurance providers on SFRS (School Fee Refund Scheme) declarations and any claims.
- Handling of petty cash and cash receipts.
- Handling the credit cards receipts each month and match receipts on provision of the credit card Statements.

- Collate information for the Financial Controller with regards to the annual budget each year and review the budget figures monthly/termly.
- Plan, organise and manage workload to ensure your contribution to the school's monthly financial reporting process is achieved in a timely and accurate manner.
- Assist with end of year preparation and procedures including accruals and prepayments.

General Admin Duties:

- Stocktake of school resources, first aid equipment and re-order where needed.
- Liaise with Catering Assistant regarding stock and weekly orders.
- Book and manage transport for school outings.
- General school and admin support/office cover from time to time for the School Secretary

School Trust

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend major school events when required;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Line Manager and/or the Director Finance and Resources /Head.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____

Signed: _____
Line Manager

Date: _____