

# Role Profile: Finance Officer

## Purpose

Operating as a member of the admin team this role is primarily responsible for supporting the Executive Principal and Business Manager to deliver and improve the financial and commercial aspects of the school's business agenda. This role sits within the Finance and Administration team; the expectation is assistance with ensuring compliant and up-to-date contracts are in place with parents and other third parties; support the Business Manager with administration of all staff; and their development. The role is very much focused on processes and efficiency as these are key areas to support the school.

## Key Accountabilities

- Assist with completion and submission of forms to outside agencies as required, under the direction of the School Business Manager.
- To use Microsoft packages as required to produce correspondence, spreadsheets, and reports
- To act as main point of contact for parent queries or concerns.
- To set up and monitor payments for all services offered outside of tuition, this will include but will not be limited to school trips, wraparound care, holiday clubs and 1-2-1 tuition.
- Assist with the dunning process as per Cognita Policy.
- To assist the Business Manager and support the completion of timetabled routines ensuring compliance with the school's procedures and requirements.
- To provide consistent and accurate reporting in an appropriate and timely manner as required.
- To update pupil and parent records.
- To provide the Business Manager with information to help with budget monitoring and forecasting as required.
- To provide HR support.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to multitask</li> <li>Strong understanding of Microsoft packages</li> <li>Strategic thinking</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with financial software</li> <li>Experience of SCR</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Educated to A Level or equivalent</li> <li>Project management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Budget preparation &amp; management.</li> <li>Adhering to Governance</li> </ul>	<ul style="list-style-type: none"> <li>Financial, commercial &amp; accounting</li> <li>Health and Safety experience</li> <li>Experience within HR</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure and remain accurate</li> </ul>	<ul style="list-style-type: none"> <li>Event Management</li> </ul>

## Key Stakeholders:

### Internal –

Business Manager

School Leadership Team lead by Executive Principal

UK Finance Team – Head of Commercial Finance

HR Department (School Support Centre)

Operations Team

### External –

Third party contractors

Parents

**Signed:** ..... **Name (print):**.....

**Date:** .....