

# A Community Seeking Excellence for All

Excellence: every person, every day



Robert  
May's  
School

## **JOB DESCRIPTION** **SENIOR FINANCE OFFICER**

### **JOB PURPOSE:**

Manage the day-to-day operations of all the financial functions of the school, being accountable for ensuring deadlines are met, deputising for the Finance Manager on finance related matters in their absence and always ensuring strict confidentiality.

To oversee the ordering of goods and services, ensuring that procedures are in accordance with financial regulations ensuring cost effectiveness and always obtaining best value.

Ensure that all financial records meet the Academies Financial Handbook and Audit requirements.

Develop and review procedures to ensure the efficient operation of all Academy financial operations.

### **RESPONSIBILITIES/ACCOUNTABILITIES:**

- Manage the day-to-day operation of the school's financial procedures
- Support the Finance Manager in monitoring the annually allocated budget
- Help ensure that the school's financial policies and procedures are consistent with the requirements of the Academies Financial Handbook
- Produce a monthly trial balance and reconciliation
- Assist in the monthly financial reporting
- Assist in the end of year processes and provide information and records for the annual audit
- Assist with the management accounts
- Monitor departmental budgets producing regular reports
- Oversee the administration of the payment run to suppliers
- Oversee the collection and recording of all income received and banking arrangements, ensuring the correct postings into PS Financials / Hoge 100
- Ensure all BACS payments are correctly authorised
- Reconcile all bank accounts and monitor cash flow
- Oversee the administration for purchasing, invoicing and payment arrangements and for the ordering or hiring of goods and services in line with school policies. Allocating and ensuring correct nominal and cost centre codes are used for each invoice.
- Advise and monitor on requisitioning procedures to ensure the school receives best value and compliance with Academies Financial Handbook
- Prepare regular, standard financial accounting reports for the Director of Finance and Resources
- Undertake other duties as allocated by the Headteacher or other delegated officers, within the reasonable remit of the post

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