|  |  |
| --- | --- |
| C:\Users\pwilson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\NVR1OEH2\Maidenhill school rose.png | MAIDENHILL SCHOOL - JOB DESCRIPTION **Business and Finance Officer** |

**Job Title:** Business and Finance Officer

**Salary Grade:** Grade 6, points 11 - 14

**Responsible to:** Business Manager, Head Teacher

**JOB PURPOSE**

* To assist the Business Manager in providing whole school support for staff, students and parents, in accordance with the School’s Finance Policy, ensuring the smooth running of the finance department.
* To assist with the School’s public and private funds, collection and receipting of money from students and the data input of financial transactions, including the production of appropriate reports and reconciliation of transactions.
* To be responsible for the running of the school shop including ordering, monitoring stock levels and liaising with parents, staff and students.
* To complete administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services.
* To have responsibility for maintaining confidential paper records and electronic filing systems.
* To provide organisational and administrative support to the Business Manager.
* To undertake general office, reception and administrative duties, as required.

### MAIN DUTIES AND RESPONSIBILITIES:

* To receive and raise orders and process invoices using the financial management system, liaising with staff/suppliers on any queries relating to the order and invoicing process.
* Process cheques or cash received directly to the school, prepare banking sheets/paying in slips and ensure these are posted and reconciled.
* To check all financial statements received from suppliers, detailing outstanding invoices, to ensure correct receipt and payment.
* To be responsible for the financial administration of the music instrument tuition provided by the school alongside the relevant Subject Leader.
* To assist with the collection and logging of monies for educational visits, charitable donations and other miscellaneous items in relation to both the School Delegated Budget and School Fund Account.
* To work closely with the Business Manager during the negotiation of contracts for services.
* To work closely with the Business Manager and Site staff around arranging and managing lettings of school facilities.
* To set up payment items on the school’s cashless payment system, ParentPay.
* Be prepared to support the development of business opportunities and funding applications were appropriate.
* To provide support to school trip organisers to help them administer educational trips and visits.
* To liaise with parents regarding collection of monies owed to school.
* To administer the Petty Cash account, including balancing of the petty cash tin and reimbursement thereof.
* Collating VAT returns and payments
* Raise debtor invoices, receipt payments, and ensure payments are reconciled.
* To reconcile the monthly bank statement of the unofficial fund on the financial management system.
* Where appropriate, and in accordance with the card use policy, purchase goods using the school’s purchasing card.

### To assist the Business Manager with all aspects of payroll administration within the relevant deadlines.

* To hold First Aid qualification / or to undertake qualifying training whilst in post, and to provide first aid cover.
* To undertake any other appropriate duties and responsibilities, as requested by the Business Manager, to assist with the efficient running of the business.
* To provide general administrative duties as required from time to time and to undertake other tasks that may be reasonably requested by the Head Teacher and other Senior Leaders in consultation with the post holder.

**SPECIAL CONDITIONS**

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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

All positions are subject to an enhanced DBS check as standard practice

**Whole Staff Responsibilities**

**HEALTH AND SAFETY**

1. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
2. Cooperate with the employer on all issues to do with health, safety and welfare including the reporting to the line manager or SLT of any dangerous situations in the work place, or any perceived shortcomings in health and safety arrangements .
3. Support the implementation of all the school’s policies in particular those pertaining to safeguarding, equal opportunities, and supporting students with SEND.

**GENERAL RESPONSIBILITIES**

1. To be aware of and work in accordance with the school’s safeguarding policies and procedures and to raise any concerns relating to such procedures.
2. To be aware of and adhere to applicable rules, guidelines, regulations, legislation, policies, procedures and working practices of Maidenhill School.
3. To contribute to school improvement work ensuring that student learning is central to all activities.
4. To attend staff/department meetings, training and school events as required.
5. To maintain confidentiality of information acquired in the course of undertaking duties.
6. Communicate regularly staff and students, making positive and constructive comments about work and student progress and keeping up to date with personal information, wider aspects of the school agenda, recreation opportunities, enjoyment and professional development.
7. To be responsible for your own continuing professional development and engage constructively with the performance management process, including any relevant training to further develop knowledge and skills to enhance own performance and support the school improvement agenda.
8. To contribute to the training and development of the workforce.
9. To undertake any duties appropriate to the grading of this post as required, under the direction of the Head Teacher.

Agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Reviewed - January 2025**