**JOB DESCRIPTION**

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| **Job Title:** | Senior Finance Officer | **Department:** | Finance |
| **Hours of Work:** | 9:00 – 17:00 Monday to Friday, 52 Weeks per year |
| **Responsible To:** | Head of Finance | **Responsible For:** | N/A |

**Summary of Role:**

The Senior Finance Officer will be part of a small team, carrying out day to day finance functions for the School and it’s trading subsidiary, contributing to the smooth operation of the department, ensuring that all financial deadlines and audit requirements are met.

The successful candidate will:

* Possess strong accounting and payroll experience, with good, up to date technical knowledge.
* To deputise in the absence of the Head of Finance
* Be adaptable and organised, able to work with minimum supervision.
* Be able to use own initiative to think ahead, managing varying requests and expectations from a range of departments.
* Have excellent attention to detail.
* Be able to work with colleagues in a professional manner.
* Have the opportunity to make a valuable contribution to the success of the Finance department.

**Specific Responsibilities:**

* Provide assistance to the Head of Finance in respect of various accounting responsibilities, including ad hoc projects as requested.
* Responsible for trading subsidiary accounts
* Assist with the preparation of monthly management accounts together with supporting financial information.
* Provide support in the preparation of the monthly payroll for c200 staff.
* Completion of P11ds.
* Completion of quarterly VAT returns for both the School and its trading subsidiary.
* Gift Aid Returns
* Process supplier and nominal ledger payments by both BACS and electronic banking.
* Assist with the review of expenditure vs annual budgets, including liaison with Budget holders.
* Preparation and entry of journals to record movement between nominal codes, accruals and prepayments and inter departmental changes.
* Assist with the review and implementation of internal controls and processes.
* Assist with cost analysis and reviews.
* Banking of cheques and cash payments.
* Bank Reconciliations
* Work with other members of the Finance team to understand relevant processes and provide holiday cover as and when required.
* Preparation of sector statistical returns.

**Terms and Benefits**

* Start Date: ASAP
* Hours of Work: Monday to Friday 09:00 – 17:00
* Salary: £36,000 to £40,000 per annum dependant on skills and experience
* Holiday: The holiday entitlement is 5 weeks per year plus public holidays
* Pension. The successful candidate will be auto enrolled into the school’s pension scheme, which includes life assurance
* Lunch. A free lunch is available in the dining room each working day when the kitchens are open
* Parking. There is free parking on site
* Gym and Pool. There are staff sessions for use of these facilities

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Experience of working in a busy finance department.
* Hold an accountancy qualification full or part qualified e.g., ACCA or be qualified by experience.
* Possess good all-round accounting and payroll experience, with up-to-date technical knowledge.
* Experience of dealing in cash and FOREX currency.
* Good attention to detail and accuracy.
* Possess exceptional communication and organisation skills.
* Able to use own initiative to think ahead, managing varying requests and expectations across a range of departments.
* Have good communication and interpersonal skills and the capacity to mix easily and work with staff, parents and pupils.
* Fluent and accurate written and spoken English.
* Good IT skills to manage the requirements of the post with confidence.
 | Experience of working in a School and of using PASS, iSAMS and iFinance accounting software (the systems used within the school for accounting operations). |
| **Personal Behaviours** |  |
| * Be self-motivated and enthusiastic.
* Possess integrity and initiative, be able to think ahead and prioritise.
* Able to work accurately and calmly to deadlines.
* Team player with a positive can-do attitude.
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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