



BISHOP VESEY'S GRAMMAR SCHOOL

Job Description

Job Title: FINANCE & BUSINESS SUPPORT OFFICER – PART TIME

Hours: 30 hours per week during term time

Scale: APT&C Scale 5 spinal points 12-18 pro-rata

1.0 JOB PURPOSE

- 1.1 To ensure the smooth running of both the administrative and financial procedures relating to the Enrichment and Main School Funds working closely with the Finance Director & School Business Manager.
- 1.2 To be responsible for the day to day processing of the Enrichment and Main School Accounts.
- 1.3 The post holder will ensure an effective business support function for the school under the direction of the Finance & Operations Director.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 To be responsible for the collection and banking of monies taken (cash, cheque and ParentPay) and the effective monitoring of the Enrichment Fund accounts.
- 2.2 Reconciliation of bank statements for Enrichment accounts and record these on the Sage Accounts System.
- 2.3 To co-ordinate G4S collections on a bi-weekly basis.
- 2.3 To ensure that accurate and comprehensive records of money received are prepared and kept up to date including match fees and music fees via ParentPay notifications to parents.
- 2.4 To process orders and payment of invoices for goods and service (Enrichment Funds)
- 2.5 To maintain the Sage Accounts System and ensure all income and expenditure transactions are recorded accurately on the system.
- 2.6 To meet regularly with the Finance & Operations Director and submit reports on Income, Expenditure and Bank Balances.
- 2.7 To prepare and maintain trips spreadsheets and collect consent and medical information for all trips via ParentPay.
- 2.8 To deal with parent etc enquiries regarding ParentPay.
- 2.9 To create and send activation letters by post for all new students on ParentPay.
- 2.8 To manage school lettings in accordance with the policy and raise termly invoices for Academy accounts.
- 2.9 Prepare reports and financial records to report to the Finance & Operations Director and Senior Leadership Team to support effective monitoring.
- 2.10 To support the administration and sale/distribution of school photographs.

- 2.11 To authorise orders on Access – Academy Accounts in the absence of the Headteacher.
- 2.12 To hold the Official Charge Card for the Academy and undertake purchases on behalf of the Academy with the Official Charge Card in conjunction with the Finance & Operations Director.
- 2.13 To deal with telephone and personal enquiries effectively and liaise with outside agencies, suppliers, parents, banks and accountants.
- 2.14 To liaise with auditors and the Finance & Operations Director to ensure yearly audit and accounts are carried out for both the School Club and the Enrichment Accounts.
- 2.15 To be responsible for the running of trips, balancing all monies, the ordering of currency cards (or cash if required), etc. in accordance with Accountants yearly audits.
- 2.16 To run and distribute reports containing accurate records of the schools group insurance policy to the EVC Co-ordinator.
To carry out general administrative duties including photocopying and filing and to support the Main School Office as required.
- 2.17 To support the HR Function of the School in the absence of the HR & Finance Assistant and provide support on an ad-hoc basis as required.
- 2.18 To provide effective management and planning for the catering and organisation of School events in conjunction with the Headteacher and Finance & Operations Director.
- 2.19 Responsible for the management and upkeep of the Schools Asset Register and Contracts Schedule on the Every Management System.
- 2.20 Individuals have a responsibility for promoting and safeguarding the welfare of people he/she is responsible for or comes into contact with.
- 2.21 To ensure all tasks are carried out in compliance with health & safety including adhering to the Health & Safety Policy & Procedures and Lockdown Procedure.
- 2.22 To undertake appropriate professional development including adhering to the principle of performance development.
- 2.23 To develop productive and professional working relationships with colleagues and stakeholders.
- 2.24 To ensure all tasks are carried out in compliance with Data Protection Policies and Procedures.
- 2.25 To ensure all tasks are carried out in compliance with all school policies and procedures, to include the Equality & Diversity Policy, Staff Code of Conduct and Use of Social Media Policy.
- 2.26 To adhere to the ethos of the school.
 - 2.261 To promote the agreed vision and aims of the school.
 - 2.262 To set an example of personal integrity and professionalism.
 - 2.263 To attend appropriate staff meetings.
- 2.27 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3.0 SUPERVISION RECEIVED

SUPERVISING OFFICER:	Finance & Operations Director.
LEVEL OF SUPERVISION:	Plan own work to ensure meeting of defined objectives and deadlines.

4.0 SPECIAL CONDITIONS

Some working hours outside of normal office hours may be required from time to time.

5.0 PROBATION

The post is subject to satisfactory completion of a probationary period of 26 weeks for new employees to the school.

6.0 BEHAVIOURS

- 6.1 Professionalism – actively seek ways to prevent over complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.
- 6.2 Leadership - lead by example, optimising those resources allocated. Communicate clearly taking account of and welcoming feedback. Take a positive and resilient approach to change understanding of the longer term vision of the school.
- 6.3 Accountability – adopt a ‘can do’ attitude in the work that I deliver taking accountability for my own actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.
- 6.4 Transparency - work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant colleagues.
- 6.5 Ethical – aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.

UPDATED NOVEMBER 2023