



## **JOB DESCRIPTION: FINANCE OFFICER**

**Section:** Finance

**Responsible to:** The MFG - Bursar / MAT - Financial Accountant

### **PURPOSE OF THE POST:**

- 1 To provide Academy (and MAT) accounting support
- 2 To support the administration of the finances of the Academy

### **KEY AREAS:**

- 1 Management Accounting
- 2 Financial Administration
- 3 Miscellaneous

### **DUTIES AND RESPONSIBILITIES:**

#### **1 Management Accounting**

- 2.1 To prepare accurate and timely monthly management accounts for The MFG, including the extraction of all relevant data from the PS Financials accounting system.
- 2.2 To maintain an accurate record of necessary accruals and prepayments and post to the PS Financials accounting system on a monthly basis.
- 2.3 To prepare accurate and timely monthly Catering accounts for the MFG.
- 2.4 To prepare The MFG Sports Centre Management accounts, as required by The Buildings and Finance Committee.
- 2.5 To produce period expenditure reports for specified budget holders on the progress of their spending versus budget (e.g. Capitation) and highlight any potential overspends on a timely basis.

#### **2 Financial Administration**

- 1.1 To prepare and submit accurate and timely VAT Returns for the MAT to the Inland revenue, ensuring speedy resolution of any queries and control account reconciliation.
- 1.2 To undertake purchase ledger payments in a timely and accurate manner.

- 1.3 To oversee all ParentPay transactions and ensure accurate reconciliation.  
To set up Academy trips on the ParentPay system and answer all relevant queries.
- 1.4 To maintain and update the Sports Centre members payment spreadsheet and undertake a monthly bank reconciliation for the Sports Centre.
- 1.5 To assist in the maintenance of the Academy's fixed assets register and the correct calculation of depreciation on a monthly basis.
- 1.6 Preparation, distribution and reconciliation of recharges across the MAT.
- 1.7 To assist the Bursar with the budgeting process, including distribution of the Capitation budget between the various departments.
- 1.8 To assist the Bursar with financial submissions required by the E.S.F.A., as required.
- 1.9 To help prepare the audit file and back up documentation, to facilitate a smooth external audit.
- 1.1 To provide back-up to the Payroll function, as required.

### **3 Miscellaneous**

- 3.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health and Safety policy.
- 3.2 To undertake any other duties as may reasonably be required by the Bursar.

#### **NOTES:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The duties may be varied to meet the changing demands of the MAT/Academy at the reasonable discretion of the Executive Principal/Principal.

**September 2020**