Job Description - Specific Duties and Responsibilities

Financial Management - Accounts

- Daily involvement in the financial processes, enhancing and updating where needed
- Reconciling the school bank accounts monthly
- Management of the sales ledger and purchase ledger
- Prepare and produce the monthly payroll and pension calculations
- On an annual basis run the end of year payroll in conjunction with our Payroll provider
- Maintaining accounts, verifying and posting transactions
- Preparing schedules, statements and reports as requested (such as aged creditor reports)
- Managing, filing and scanning relevant documentation
- Match purchase orders with invoices
- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets
- Log, process and manage the petty cash in conjunction with the Chief Finance Officer, Principal and School based Office Managers
- Maintain and interrogate PS Financials producing reports where appropriate: Proactively produce regular reports regarding cash flow, variance against budget, actual versus expected payments, banking, and other important measures. Use these data to take action accordingly.
- On an annual basis produce draft accounts for audit with detailed supporting schedules
- Attend meetings of the Central Finance Team
- Support the School Office managers when necessary with banking and undertake trips to the bank to deposit cash and cheques.
- Make regular visits to the schools to support the staff placing orders and to ensure all finance processes are followed
- Logging all sickness and other absences of school employees.
- Ensure value for money when schools make purchases by checking on line or doing price comparisons and at times make purchases for Principals and Senior Leaders
- Support the processing of charitable activities held by the academies and the Holy Spirit MAC
- Any other reasonable work commensurate with the role

Professional Development

- To take responsibility for continuing your personal professional development
- To engage positively in the performance management process
- To evaluate own performance through self-evaluation and learn from the effective practice of others and from evidence.

Safeguarding

- All Holy Spirit Catholic MAC staff have a part to play in supporting the schools catholic ethos and understanding pupil safeguarding requirements and promoting the highest level of integrity in dealings with parents and pupils.
- Be aware of and comply with policies and procedures relating to child protection, health safety
- Attend relevant meetings as required