



Oakhyrst Grange School

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Finance Administration

Full Time – Fixed Term Contract

Job Description

Responsible to:	Bursar
Salary Range:	c. £25,000 per annum – dependent on skills/qualifications and experience
Hours/weeks worked:	Full-time, 52 weeks per annum, including 5 weeks' annual leave entitlement (pro rata where applicable). Flexible or part-time working arrangements may be considered for the right candidate.
Start Date:	Immediate – subject to pre-employment safeguarding checks

Core purpose and responsibilities

To provide an effective finance support service. The successful candidate will be able to demonstrate the ability to deliver accurate, relevant and timely information. This will be critical to provide the Headteacher, Leadership Team and the Trustees with key information to support strategic and operational decisions. The successful candidate will:

- undertake financial tasks in accordance with agreed controls, policies, audit requirements, Charity Commission, Companies House and the DfE.
- oversee the day to-day, accounting and processing tasks across income and expenditure.
- ensure the integrity of information in the nominal ledger and supporting accounting records.
- management of the debtor's ledger to ensure the timely collection of fees and payments and maintain cashflow.
- review the bank account(s) transactions/statements and reconcile with the balance sheet.
- assist in the preparation of any statutory and Local Authority returns e.g. School Census, Local Authority grants/funding.



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Key finance tasks/duties

Ordering and Making of Payments

- Place orders for goods, resources and equipment, check deliveries and invoices in accordance with the OGS Financial Procedures.
- Ensure receipt of goods are recorded and coded to the appropriate ledger code.
- Process invoices and supplier payments whilst mindful of cashflow and monitoring payment within due dates.
- Process any cash/petty cash transactions, and ensure that authorisations are in place, that expenditure is appropriate and that supporting invoices/receipts are in evidence.

Income

- Responsible for the collection of fee income, external income, monitoring payments and dealing with enquiries from, parents and external providers.
- Recording and processing invoices.
- Assist the Bursar in applying effective methods of collecting any outstanding fees or debts.
- Oversee letting bookings, calculating charges, invoicing and timely collection of income.
- Access, investigate and respond to accounts e-mail correspondence, as appropriate.
- Prepare and process the VAT return.

Financial Information

- Maintain current budget spreadsheet and include any relevant changes e.g. salary changes, procurements.
- Prepare and carry out work for annual budget setting and budget forecasts.

General Administration

- Assist the Bursar with any insurance issues/claims.
- Liaise with the Premises Manager to update the schedules of routine, licenses, service agreements and statutory maintenance.
- Assist the SENCO with funding/grant entitlement and administration.
- Any other duties that are commensurate with this post.