



SENIOR FINANCE OFFICER

JOB DESCRIPTION

Job Title: Senior Finance Officer

Responsible to: Financial Controller

Main Purpose: To support the Financial Controller in delivering accurate, timely financial information, including management accounts, forecasting, reconciliations and financial analysis across key areas of the School. The role also oversees important operational finance processes such as purchase ledger, utilities, property, trips, catering and nursery finance, ensuring strong controls, accurate records and efficient day-to-day financial administration.

Roles and Responsibilities:

Management Accounts & Analysis

- Assist the Finance Controller with the preparation of monthly and termly management accounts, forecasts and related information for School Management and Governors.
- Investigate variances against budget for key expenditure headings and produce revised year end forecasts for monthly review with the Finance Controller.
- Undertake and assist with research or project work for current and potential cost savings as required.
- Prepare monthly management information for the Mulberry Bush Nursery.
- Balance sheet reconciliation for accounts associated with role.
- Posting of prepayments, accruals and other monthly journals.

Purchase Ledger

- Responsible for the day-to-day operation of the purchase ledger, together with accurate allocation of expenditure.
- Ensuring that the purchase ledger clerks are given and follow, the appropriate levels of authorisation for the smooth operation of the purchase ledger.
- Assist the Finance Controller in overseeing all nominal payment processes and purchase ledger payment processes, ensuring that they follow the School's internal control procedures.

- Regular review of all processes, to ensure that they are as efficient and as up-to-date as possible.

Utility Management

- From invoices received update monthly Budget v Actuals and annual forecasts.
- Ensure all invoices that should be received have been and forecasts are accurate.
- Resolve queries with the utility companies as required.
- Prepare and post accrual and prepayment journals.
- Prepare annual budget when required.
- Update ESOS information on monthly basis including energy consumption and costs via building.
- ESOS reporting for inclusion in the statutory accounts.
- Undergo project work on energy reduction and conservation eg return on investment appraisals.

Property Management

- Working alongside the Estate team ensure all properties both owned and rented are logged and rents are paid on time.
- Prepare the rent deductions for staff accommodation for payroll.
- Maintain accurate records of utilities, council tax payable for all properties and which party is liable to pay (School or employee).
- Prepare the forecast of total rents payable and receivable for the year for management accounts purposes.

Trips & Tours

The School organises many trips throughout the year in the UK and abroad - educational, sporting, music related or recreational.

- Keeping an accurate log of payments received from parents for the trip.
- Keeping an accurate log of associated costs for the trip and the status of payment.
- Working alongside the trip organiser to ensure limited financial risk and that they have accurate information to chase parents when required.
- Reconciling the trip nominal ledger accounts monthly.
- Using Evolve to confirm whether Trips are financially viable and notifying relevant areas of potential costs.

Catering & Cleaning

- Oversee the catering transfer journals with the Catering team.
- Review and post in WCBS the costs associated with catering and cleaning materials.
- Review and post journals for stock of catering and cleaning materials.
- Prepare reports on spend per house of food costs.

Mulberry Bush Nursery

- Ensure accurate maintenance of the cash and banking records ensuring that monthly reconciliations are completed.
- Ensure that the correct internal control processes and signatures are followed for all automatic bank payment and receipt processes.
- Ensure all invoices are signed off and allocated correctly in line with the budgeted/expected amount. Process payments via Barclays.net.
- Prepare cross transfer journals.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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