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**Job Description**

**Finance Officer**

**Responsible to:** Senior Finance Manager

**Grade:** Romero Grade 6

**Job Purpose:**

To support the Chief Financial Officer and Senior Finance Manager in all financial matters.

**Duties and Responsibilities:**

To ensure all transactional data is recorded accurately and timely including but not limited to:

* Working alongside the finance assistant in carrying out their duties and responsibilities around supplier and other transactions ensuring suppliers are paid on time
* Managing the interface between our banking and financial systems and ensuring monthly reconciliations between the two
* Ensuring all month end journals are processed accurately and timely e.g. Payroll uploads, inter-Romero recharge journals, bank interest
* Reconciling supplier data to ensure accurate financial reporting e.g. BHSF, Kiddicare
* Ensuring costs are allocated to the correct school / cost centre by monthly recharging protocols and reconciliations
* Ensuring timely and accurate VAT recording and reclaim.

To assist the Senior Finance Manager in the month end, budgeting, and forecasting processes

* Preparatory work for month end reporting
* Preparatory work for budgeting and forecasting

To liaise with school business personnel & Principals to ensure accurate and timely financial information e.g. Charge Card reconciliations, invoice / purchase approval, 6th Form Bursary administration, Teaching School reporting

Data analysis and reporting to CFO & Principals on sub sections of main reporting e.g. Pupil Premium and other ring-fenced income streams, School Trip profitability, Wraparound Club profitability, Lettings.

Supporting the Director of Operations & CSEL in procurement or other adhoc analysis using available data

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate General Data Protection Regulations and Data Protection Act (2018).

This job description acts as a guide only to duties and responsibilities and is not exhaustive. The postholder may be asked to undertake other duties which are within the grade and scope of this post.