



## Job Description

### Finance Officer

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to the Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

**Working Hours:** Full time

**Responsible to:** The Foundation Bursar through the Head of Finance

#### Summary of the Role:

The Finance Officer is responsible for assisting the Head of Finance and the Financial Accountant in the efficient operation of the Schools' finances.

#### Main duties and responsibilities include but are not limited to:

Assisting the Financial Accountant in the administration of all aspects of the Group's day to day accounting responsibilities

Provide general support and cover for other posts in the Finance Team

Assisting in the preparation of both ad hoc and regular financial reports and requirements both external and internal

General ledger reconciliations and Inter-company cross charging

Checking the correct allocation of costs

Liaise with other departments in the schools to ensure completeness and correctness of all information and activities

Bank reconciliations and Petty Cash control

Assisting with the administration of the Group's payment cards and appropriate review and allocation of funds

Provide accounting support for the Schools' associated Alumni organisations and Trusts

Assist with some aspects of the Schools payroll processes

Deal with incoming and outgoing communications by telephone, email, or post

Handle requests for assistance from visitors, staff, and pupils in a helpful and friendly manner

Carry out such general administration duties as specified by the Head of Finance and/or the Financial Accountant

You may be required to undertake such other duties as the School may reasonably require from time to time.



## Person Specification

### Finance Officer

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Minimum Maths and English at GCSE/O Level, grade B or equivalent</li> <li>• A recognised qualification in accounting at minimum AAT level 4 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Part qualified</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Essential to demonstrate relevant real world experience in a diverse financial environment</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 2-3 years' experience in an accounting role that demonstrates responsibility and breadth of financial knowledge</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent understanding of accounting processes including general ledgers</li> <li>• Strong IT skills particularly in the use of Microsoft Excel and Word</li> <li>• Good time management and problem solving skills</li> <li>• Good interpersonal skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Good telephone manner</li> </ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Highly motivated</li> <li>• Ability to work independently with high attention to detail</li> <li>• Enjoy working with others as well as working independently</li> <li>• Calm under pressure</li> </ul>	
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Flexible approach</li> </ul>	



# Haberdashers' Monmouth Schools

Draft Advert wording

The Haberdashers' Monmouth Schools seek to appoint a full-time Finance Officer. The successful applicant will provide support to the Financial Accountant in carrying out Schools' day-to-day accounting responsibilities. This is a varied role that will provide the opportunity to use and develop expertise across a diverse range of financial processes. Applicants should ideally have a qualification in accounting at AAT level 4 or equivalent and be able to demonstrate relevant experience of working as part of a busy accounts team.

Band 6/7 points 23-26 £26,384-£28,412

Advertise w/c 13 September 2021

Closing Date w/c 27 September 2021

Long List Interviews w/c 4 October 2021

Short List interviews w/c 11 October 2021