



# Sheiling School Thornbury

Thornleigh Camphill Communities

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## JOB DESCRIPTION

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- 1. Job Title:** Finance Officer
- 2. Responsible to:** Head of Finance, Chief Executive Officer
- 3. Role Summary:**

**To support the Head of Finance in managing all financial aspects within the School.**

As the Finance Officer for the Sheiling School:

- To maintain financial records to meet legal requirements and to measure both the inputs and the outcomes of the School's operations.
- To provide high quality support to the Head of Finance by ensuring that all financial records are kept accurate, up to date and to a high standard of quality.

Sheiling School is a Camphill Steiner Special School for children with complex and multiple needs, working with the curative educational insights of Rudolf Steiner. The Finance Officer will give professional support and guidance to individual staff and to groups, will uphold the vision, values and goals of the School and ensure that our values are built into the culture and practices of the School.

### SUMMARY OF TASKS AND DUTIES

#### A. LEADERSHIP

- To promote the highest standards of financial accounting, drawing on a sound understanding of best practice and current and relevant regulatory requirements.
- To offer professional leadership and personal support to other finance staff to enable them to achieve agreed outcomes.
- To assist and deputise for the Head of Finance whenever required.
- To actively contribute to and participate in social activities at Thornleigh Camphill Communities Thornbury in order to create, support and maintain a healthy community life.

#### B. ACCOUNTING

- To reconcile all balance sheet control accounts on a monthly basis and make any necessary month-end adjustments such as accruals and prepayments.
- To produce monthly reports from Sage for use in the production of management accounts.
- To produce reports by department to be provided to budget holders.

- In advance of the annual audit, to produce year-end schedules to support the financial statements.
- To liaise with auditors to ensure the audit process runs smoothly, and provide them with all necessary documentation.
- To maintain the fixed asset register and liaise with the Head of Resource to ensure this is always up to date.
- To assist with budgeting and cash flow forecasts as required.

#### **C. SALES & PURCHASE LEDGERS**

- To assist the Head of Finance in producing fee quotations for prospective pupils.
- To maintain the sales ledger by raising fee invoices on a timely basis and in line with agreed fees, and by allocating incoming payments.
- To follow credit control procedures in order to receive timely payment of fees.
- To produce intra-charity invoices and reconcile balances with the other sites.

#### **D. PAYROLL**

- To produce the monthly payroll to a high degree of accuracy and within set deadlines.
- To assist the Head of Finance in calculating adjustments to the monthly payroll for overtime, unpaid sickness, unpaid leave, and other adjustments.
- To produce the pension contribution information to be sent to the pension provider.
- To keep payroll data up to date for new starters, leavers and changes affecting pay.

#### **E. FINANCE PROCEDURES**

- To continually review and improve the systems surrounding all aspects of the School's budgets, forecasts and business planning.
- To make contact, as required by the Head of Finance, with bankers, investment managers, pension advisers and auditors.

#### **F. FINANCIAL ADMINISTRATION**

To support your team with regard to the tasks listed below:

- Maintaining day-to-day and monthly records for all financial transactions
- Data entry on the Sage accountancy system and Excel
- Processing cheques, invoices and petty cash
- Preparing monthly bank reconciliations
- Preparing BACS transactions, reconciling remittance advices with invoices.
- Assisting with credit control, checking aged debtors and chasing debtors for payment
- Assisting in the archiving of the finance records

#### **G. STAFF MANAGEMENT**

- To train, support, supervise and appraise the Finance staff when required. This would include conducting supervisions, monitoring workloads and identifying training needs to ensure a high level of performance.

#### **H. TRAINING, MANAGEMENT, COMPLIANCE AND PERSONAL DEVELOPMENT**

- To endeavour, through further external or internal training sessions or courses, to enhance the professional quality of your work as Finance Officer.
- To participate in Finance and other management meetings as required.
- To be familiar with the policies and procedures, e.g. on safeguarding, missing person, complaints procedures etc.

- To receive regular supervisions with the Head of Finance. At these sessions your responsibilities will be reviewed and further training needs identified and agreed as necessary.

**I. SAFEGUARDING**

- To implement, promote and comply with the Safeguarding policies and procedures.
- To raise awareness of the protection of young people.
- To encourage good practice and support of procedures to protect children and adults.

**J. MISSION STATEMENT OF THORNLEIGH CAMPHILL COMMUNITIES**

- To work in accordance with the Mission Statement of Thornleigh Camphill Communities
- To uphold the ideals, vision and values of the Thornleigh Camphill Communities when undertaking your work

*This job description sets out the duties of the post at the time it was drawn up and is not part of the contract of employment. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

## PERSON SPECIFICATION – FINANCE OFFICER

Criteria for Selection	Essential or Desirable	Method of Assessment
<b>Education, Training and Qualifications</b>		
Be working towards a recognised professional accounting qualification (qualification by experience will be considered) with a thorough practical understanding of management accounting principles and techniques	<b>E</b>	Application form Qualifications Interview
Educated to Degree level or equivalent	<b>E</b>	Application form Qualifications
Evidence of further recent relevant professional development	<b>D</b>	Application form Qualifications
<b>Experience</b>		
At least 1 year's experience in a management accounting role	<b>E</b>	Application form Qualifications
Experience of charity accounting	<b>D</b>	References Interview Interview tasks
<b>Skills and abilities</b>		
Excellent time management and organisation	<b>E</b>	Application form
Ability to manage and prioritise a varied work load	<b>E</b>	References
High level ICT skills, including advanced Excel skills (pivot tables, vlookup)	<b>E</b>	Interview
Experience with Sage 50 Accounts and Sage 50 Payroll	<b>D</b>	Interview tasks
<b>Personal qualities and attitude</b>		
Ability to maintain confidentiality	<b>E</b>	Application form
Ability to work under pressure	<b>E</b>	References
Good communicator, diplomatic	<b>E</b>	Interview
Self motivated and motivates others	<b>E</b>	Interview tasks
Team player, inclusive and respectful	<b>E</b>	
Actively support the ethos of the Charity	<b>E</b>	
Problem solver, strategic thinker and planner	<b>E</b>	
Sense of humour	<b>E</b>	