

Job Description: Finance Officer

Responsibilities

The responsibilities outlined in this job description may be modified by the Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Financial Administration & Processing

- Process day-to-day financial transactions across all schools
- Upload and post supplier bills to Xero with correct nominal coding and VAT treatment
- Maintain Xero as a real-time and accurate record of commitments and liabilities
- Maintain accurate, complete, and auditable financial records

Accounts Payable

- Manage the full accounts payable process from invoice receipt to payment
- Review and upload authorised invoices in a timely manner
- Monitor aged creditors and ensure liabilities are accurately recorded
- Prepare supplier payment runs and generate remittance advices
- Maintain accurate supplier records and resolve payment queries

Accounts Receivable & Credit Control

- Raise and issue invoices to commissioners and local authorities
- Allocate income received accurately
- Monitor aged debt and proactively follow up outstanding balances
- Maintain clear audit trails for all income
- Build professional relationships with commissioners to support timely payments

Banking & Reconciliations

- Perform full monthly reconciliations including:
 - Bank accounts
 - Supplier bills
 - Company expenses
 - Spendesk & Soldo transactions
 - Credit and debit card accounts
- Investigate and resolve discrepancies
- Maintain fully reconciled and auditable ledgers

Systems & Reporting

- Use and maintain Xero, Monday CRM, and Spendesk
- Support month-end processes
- Produce monthly credit control and accounts payable reports
- Support continuous improvement of finance systems and workflows