



# ST RICHARD REYNOLDS CATHOLIC COLLEGE

## Finance Officer

*NJC scale 5 / 6 Salary and working hours to be negotiated with the successful candidate. Part-time working will be considered.*

We seek to appoint an experienced and able Finance Officer for our primary and secondary schools in Twickenham. The Finance Officer will be part of a committed and enthusiastic team of support staff, providing exceptional support for learning and teaching at our College in order to provide a world class education for our pupils.

The Finance Officer role reports to the Finance Manager. It will include providing support to one of our local Catholic primary schools.

The position will involve, amongst other things:

### 1. Finance support

- Purchase ledger
  - Processing invoices on our finance system, Corero
  - Preparing cheque and BACS payments
- Sales Ledger
  - Preparation of invoices
  - Chasing payments
- School Shop (on line payments system) Income
  - Reconciling school shop income
  - Prepare and post journal entries
  - Resolving issues, e.g. rejected transactions
- Assistance with month-end process
  - Preparation of month-end reconciliations
  - Posting journals
  - Posting income allocations
  - Posting Direct Debit payments
  - Preparation all reports required by the LA
- Monitoring and review
  - Review and reporting of departmental spend against budget



St Richard Reynolds Catholic Primary School, High School and Sixth Form  
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[www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) • @stRRCCCollege

Principal: Richard Burke BSc MA  
Diocese of Westminster

- Maintenance and reconciliation of petty cash fund
- Perform purchasing card reconciliations and postings to Corero
- Maintenance of school trip P&Ls

## 2. Governors' Funds

- Process all governor's funds receipts
- Produce up to date statistics to report to governor's Finance Committee
- Submitting gift aid forms
- Bank account reconciliations

## 3. Local primary school support

- Invoice and payment processing
- Month end reconciliations (bank, petty cash, school trips, etc.)
- Processing all income and prepare invoices
- Processing monthly salaries based on monthly reports and highlight variances if appropriate
- Producing and submit all monthly requirements to the borough in a timely manner
- Producing a monthly budget monitoring report with an executive summary and clear explanation of the variances
- Producing a 3 years budget and input approved budget into the system to allow monthly reporting
- Submitting all year end requirements to the borough in a timely manner

Ideally you will have financial qualifications (i.e. ACA, CIMA, AAT, book keeping), with experience in working in a school.

**Closing date for applications:** 16<sup>th</sup> March 2018

**Interview date:** Week commencing 19<sup>th</sup> March 2018

**Start Date:** ASAP

If you want to become part of our team and would like further information, please apply using the attached application form to [recruitment@srrcc.org.uk](mailto:recruitment@srrcc.org.uk) providing the names of two referees and a supporting letter.

*St Richard Reynolds Catholic College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Criminal Records Bureau.*