



Highclare School

Finance Officer: (Income, Trips and Visits) **Job Description**

Job Purpose

As part of the Support Staff team the Finance Officer: Income, Trips and Visits, plays a crucial role in managing and overseeing the non-fee financial income-related processes, alongside coordinating educational trips, visits, and other extracurricular activities for students or employees. This position involves ensuring the smooth operation of financial transactions, as well as logistical planning for off-site activities, maintaining safety, and compliance with relevant policies.

Duties and Responsibilities

Income Management:

1. Administer all non-fee income payments, including registration fees, donations, and other income sources.
2. Maintain accurate records of financial transactions and ensure timely processing.
3. Co-ordinate the operational aspects of Parent-Pay software and post and reconcile receipts
4. Assist in budgeting and financial forecasting for trips and visits.
5. Provide reports on financial income to relevant departments or management.
6. Ensure compliance with financial policies, procedures, and regulations.

Trips and Visits Coordination:

1. In conjunction with the Business Manager, assist teaching staff plan, organise, and coordinate educational trips, visits and events using EVOLVE software
2. Communicate with staff to ensure the trip meets all needs and is within budget.
3. Maintain detailed itineraries, transportation schedules, and accommodation arrangements.
4. Ensure the safety and well-being of all participants, including risk assessments and safety measures.
5. Serve as the main point of contact for participants before, during, and after trips.
6. Collaborate with the relevant departments to align trip goals with educational or business objectives.
7. Oversee collection of consent forms, insurance, and other necessary documentation.
8. Track trip-related costs and ensure accurate invoicing.
9. Evaluate the success of each trip and gather feedback to improve future events.

Administrative Support:

1. Provide, as directed, administrative support appropriate to the needs of the school.
2. Handle any inquiries related to trips and income processes from staff, students, or external parties.
3. Maintain and update systems for tracking income and trip-related information.
4. To adhere to the ethos of the school
5. To promote the agreed vision and aims of the school
6. To set an example of personal integrity and professionalism
7. Attendance at appropriate staff meetings, PLD and staff training days.
8. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible, but is not exhaustive.



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Finance Officer: (Income, Trips and Visits) Person Specification

Essential Skills:

1. Excellent organisational skills with the ability to manage multiple projects at once.
2. Experience in managing and processing online payments.
3. A strong attention to detail and problem-solving ability.
4. Experience of budgets and budgetary control
5. High level skills in the use of Spreadsheets and Word Processing
6. Be able to work in a confidential manner in accordance with procedures and policies
7. Be able to prioritise, work accurately and to deadlines
8. Have excellent written and verbal communication skills
9. Be willing to work in a developing and pressured environment to meet the needs of the school
10. Be confident to work on own initiative whilst still being part of a team.
11. A minimum of 5 GCSEs or equivalent including Maths and English at Grade C or above

Desirable skills:

1. Experience of this role in a school environment (2yrs +)
2. Experience of SIMS and FMS
3. Knowledge of health, safety, and risk assessment procedures related to trips.

Highclare School is committed to safeguarding and promoting the welfare of its pupils.

There is a legal requirement to provide satisfactory replies to List 99 enquiries, which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.