



# Highclare School

## **Finance Officer: (Purchase Ledger)** **Job Description**

### **Job Purpose**

We are seeking a proactive and customer-focused Finance Officer to join our dedicated Finance Team. As a Finance Officer, you will play a key role in delivering high-quality finance services across the school. Your responsibilities will span purchase and sales ledger processing, bank reconciliations and supporting the wider finance team as required. You will be instrumental in ensuring accurate financial records and excellent service to internal and external stakeholders.

### **Duties and Responsibilities**

- Process purchase invoices, payment runs, and supplier reconciliations
- Process purchase order requisitions as required
- Support sales ledger activities including invoicing and credit control
- Assist with bank reconciliations
- Prepare accruals and prepayments
- Provide excellent customer service to school staff and suppliers
- To adhere to the ethos of the school
  - To promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and PLD training days.
- To carry out any other duties commensurate with the grade to ensure the smooth running of the school

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

*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.*



# Highclare School

## **Finance Officer: (Purchase Ledger)** **Person Specification**

### **Essential Skills Required:**

- Experience in financial accounting, including purchase and sales ledger
- Strong attention to detail and ability to work methodically
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Excel, Word, and Outlook
- Able and confident to work on own initiative whilst still being part of a team.
- A minimum of 5 GCSE's or equivalent including Maths and English at Grade C or above

### **Desirable skills:**

- Experience of SIMS and FMS
- An accountancy qualification
- Preferably 2 years' experience of this role in a school environment

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