



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Senior Finance Officer
Salary/Grade	SCP 20 - 24
Working Time	Full-time
Reporting to	Director of Finance
Liaising with	All staff and external agencies
Disclosure level	Enhanced

Summary of the overall purpose of the job

To support the Director of Finance in the efficient provision of day to day financial management. The postholder will work with the Director of Finance to ensure compliance with the College's financial regulations and external audit requirements along with the Academy Trust Handbook and ESFA requirements.

Key responsibilities and objectives of the job

Finance

- Supervise the finance team
- Oversee the month end process ensuring completion within the required timescale
- Month end tasks including reconciliations and management of accrued & deferred income
- Preparation of monthly management accounts, investigating variances and monitoring performance
- Oversee subsidiary month end and management accounts
- Monitoring departmental budgets
- Assisting with preparation of 3-year budget
- Assist in the preparation of year end accounts and liaise with external auditors during year end audit
- Lead in the accurate recording and monitoring of VAT and aid in the timely production of any statutory returns
- Maintain the fixed asset register
- Liaise with boarding team to manage invoicing and payment of fees
- Coordinate with our subsidiary, Liverpool College Enterprises, regarding financial management and accounts preparation
- To assist the Director of Finance with external returns to ESFA, HMRC and Companies House

- Ensure that all income due to the College is received and accounted for correctly
- Ensure all debts are recouped
- Ensure income opportunities are maximized by researching and bidding for additional funding
- To ensure all finance systems are used effectively
- Ensure value for money at all times

General

- Maintain confidentiality and follow General Data Protection Regulations at all times
- Attend relevant training as the need or opportunity arises
- Carry out all duties in a safe manner and in line with College policies and procedures
- Any other duties as required by the Principal or Director of Finance that are commensurate with the grade for this post

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.