THORNHILL COLLEGE

JOB DESCRIPTION

POST TITLE: Finance Officer (Permanent/Full-time/Term-time) (200 days/36hpw)

GRADE: NJC SCP 17-20, £32,046 - £33,673 (pro rata),

£17.0715 - £17.9384 per hour

36 hours per week

REPORTS TO: The Principal through the Senior Executive Officer (Finance and Procurement)

JOB ADVERTISEMENT

The Board of Governors of Thornhill College wishes to appoint a suitably qualified and motivated individual to the post of Finance Officer.

The successful candidate will play a key role within the College's Finance Office, providing support across a range of financial processes including income management, banking, reconciliations, procurement support and financial administration. The postholder will have particular responsibility for the administration of ParentPay, management of school income streams, cash handling procedures and financial record keeping. They will also contribute to the ongoing development of financial systems and processes to support the efficient operation of the College.

The role offers an excellent opportunity for an individual with strong financial, administrative and organisational skills who wishes to develop their experience within a busy and varied education environment. The successful candidate will work closely with the Senior Executive Officer (Finance and Procurement) and will contribute to ensuring that the College's financial resources are managed efficiently, accurately and in accordance with established procedures.

Applicants should possess excellent numerical and ICT skills, strong attention to detail, and the ability to build positive working relationships with staff, pupils, parents and external stakeholders. Experience of financial administration, accounting systems, banking processes or similar financial duties will be advantageous.

The College is currently implementing a new financial management system, providing an exciting opportunity for the successful candidate to contribute to the modernisation and continuous improvement of financial processes and systems across the organisation.

Job Purpose:

To provide comprehensive financial and administrative support to the College, with particular responsibility for income management, banking, reconciliations, ParentPay administration, cash handling, procurement support and financial systems administration. The postholder will support the efficient operation of the Finance Office, contribute to the development of effective financial processes and controls, and assist in ensuring that the College's financial records are maintained accurately and in accordance with College policies and procedures.

Main Duties and Responsibilities

A. Income Management and ParentPay Administration

- Act as the school's lead administrator for ParentPay and associated income management systems.
- Create, maintain and monitor payment items for educational visits, fundraising activities, examinations, canteen services, uniforms and other school activities.
- Maintain synchronisation between ParentPay and the school's Management Information System.
- Respond to enquiries from parents, staff and external stakeholders regarding payments and accounts.
- Monitor income received through ParentPay and investigate discrepancies as required.
- Produce regular income reports for the Senior Executive Officer (Finance & Procurement)
- Maintain accurate records relating to online and cash income received.
- Assist in ensuring income is allocated to the correct cost centres, departments and projects.
- Support departments with the administration of trip, fundraising and activity income
- Prepare and issue sales invoices for facility hire, lettings, recharge arrangements and other services provided by the College

- Maintain supporting documentation and audit trails relating to income claims and receivables.

B. Cash Management, Banking and Reconciliations

- Receive, record, secure and process monies received by the school.
- Administer the School Office Account and maintain accurate records of all transactions.
- Manage canteen cash receipts and related income records.
- Prepare banking documentation and arrange the prompt lodgement of funds.
- Maintain secure cash handling procedures in accordance with school policies.
- Prepare and maintain reconciliations for the School Office Account and canteen accounts.
- Investigate and resolve discrepancies relating to banking, cash and income records.
- Produce reports and supporting documentation relating to cash and banking activities.
- Maintain complete audit trails and supporting records.

C. Financial Processing and Reporting

- Prepare income journals and financial adjustments for review and approval by the Senior Executive Officer (Finance & Procurement)
- Maintain financial spreadsheets and supporting records relating to income and reconciliations.
- Assist with month-end and year-end financial procedures.
- Prepare reports and schedules as requested by the Senior Executive Officer (Finance & Procurement)
- Assist with the preparation of information for auditors and other external bodies.
- Ensure all records are maintained accurately and retained in accordance with school procedures.

4. Procurement Support

- Act as the primary finance contact for Heads of Department regarding purchasing requirements.
- Support departments in following school procurement procedures.
- Obtain quotations where required and maintain associated records.
- Raise purchase orders in accordance with school procedures.
- Monitor outstanding orders and liaise with suppliers regarding deliveries and queries.
- Assist in ensuring purchases are correctly coded and allocated to budgets.
- Maintain accurate procurement records and audit documentation.

5. Financial Systems Administration

- Assist with the implementation, development and maintenance of financial management systems.
- Support the transition of financial processes to digital systems and improved working practices.
- Maintain system records and user information as required.
- Generate financial reports and information from finance systems.
- Assist with testing system upgrades, enhancements and changes.
- Contribute to the identification and implementation of process improvements.

6. Payroll Contingency Support

- Receive training in payroll procedures and systems to ensure continuity of service during periods of staff absence.
- Maintain an understanding of payroll processes, deadlines and statutory requirements.
- Provide payroll administration support when required.
- Assist with payroll processing in exceptional circumstances and under the direction of the Senior Executive Officer (Finance & Procurement)
- Maintain confidentiality in relation to payroll and personnel information.

Note: Payroll processing is not a routine responsibility of the post but forms part of the school's business continuity arrangements.

7. General Responsibilities

- Provide high-quality customer service to staff, pupils, parents and external stakeholders.
- Maintain confidentiality at all times.
- Comply with the school's Financial Procedures Manual, policies and relevant legislation.
- Attend training and development activities as required.
- Contribute positively to the work of the Finance Office and wider school.
- Undertake other duties commensurate with the grade of the post as reasonably required by the Senior Executive Officer (Finance & Procurement).

November 2026