

CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

**Finance Officer**

**Purpose:**

The Finance Officer will be responsible for a wide range of accounting activities within the finance department of the school. S/he will be responsible for the accuracy and timeliness of financial transactions and the production and integrity of all regular and ad hoc financial reporting.

**Reporting to:** Business Manager

**Liaising with:** All staff, parents, bankers, external auditors, government departments

**Principal Responsibilities:**

1. **Accounting Operations**
* Manage the tuition fee and ancillary billing processes ensuring billing is accurate and timely
* Control Accounts Receivable by implementing procedures to ensure prompt collection of all fees and ensure process are in place for regular review of AR ledger
* Manage the Accounts Payable function to ensure correct purchasing processes are followed and invoices are processed and paid according to internal guidelines and supplier terms
* Monitor cash flow and oversee all bank accounts to ensure funds are available as needed
* Monitor credit card usage and ensure all charges posted accurately and in a timely manner
* In conjunction with IT systems administrator, set-up and maintain the school’s Asset Register, ensuring proper processes in place to capture assets in all arears of the school
* Administer the financial aspects of the school’s Bursary applications
* Act as back up for payroll processing
* Work with IT department to ensure integrity of financial software and regular processing of period-end/year-end routines.
1. **Financial Reporting and Audit**
* Assist Business Manager in configuration and presentation of annual budget
* Prepare and distribute faculty budget spend on monthly basis and liaise with Principals and staff on any related questions.
* Prepare income and expenditure projection for the year at end of term 1 and term 2, include any variance analysis
* To assist with the production of the year-end accounts to prescribed standards and act as key point of contact with external accountants
* To provide timely and accurate financial reports and any ad hoc as per any Government requests or internal requests from the Senior Leadership Team and/or Board of Governors
* To regularly audit all transaction entries and process adjustments as and when necessary
* Ensure all financial processes and procedures are documented and updated as necessary
1. **Other**
* Manage the annual ordering process for teaching and learning resources and furniture and fixtures
* Assist with various office duties, financials and administrative, as assigned by the Business Manager, according to the needs of the school

**All Staff Are Expected To:**

* Maintain confidentiality at all times with regard to student information and related school matters
* Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
* Uphold the school’s behaviour code, uniform requirements and other regulations
* Attend and participate in staff CPD sessions, school-based meetings and extra-curricular activities where necessary

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Business Manager and the post holder.

Signed:

Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_