



Highclare School

Finance Officer (Purchase Order) Job Description

Job Purpose

To assist in the provision of a high quality financial service to the school. The Finance Officer (Purchase Ordering) is responsible for placing orders for teaching materials and other items for the school. The post holder will also ensure that all records are kept accurate and fully up to date.

Duties and Responsibilities

1. Provide support to the Business Manager in placing orders for teaching materials, general supplies, training courses and sundry items
2. Enter information as required onto the schools financial management system.
3. Maintain accurate records of orders placed and items received.
4. Liaison with Finance Officer (purchase ledger) in relation to payments required.
5. Respond promptly to all enquires
6. Provide ad-hoc reporting as and when required
7. Liaise with the various school offices to monitoring delivery of orders placed
8. To assist in other areas of the Finance function as required
9. Provide administrative support appropriate to the needs of the school.
10. To adhere to the ethos of the school
 - a. To promote the agreed vision and aims of the school
 - b. To set an example of personal integrity and professionalism
 - c. Attendance at appropriate staff meetings, PLD and staff training days.
11. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

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