



SCHOOL FINANCIAL DIVISION OF DUTIES

	(Executive) Principal	Head of School	Head of School	Deputy Principal	Teachers	Finance Lead	Finance Admin	Teaching Assistant	Caretaker
		<i>(where no Executive Principal in place)</i>	<i>(where there is a Executive Principal in place)</i>			<i>(or Finance Admin, where no Finance Lead)</i>	<i>(where a Finance Lead is in place)</i>		
A. ORDERING									
Obtain quotes in line with the Scheme of Delegation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Complete paper Purchase Requisition form	✓	✓	✓	✓	✓	✓	✓	✓	✓
Authorise paper Purchase Requisition form	✓	✓							
Process Purchase Requisition on Accounting System							✓		
Authorise Purchase Requisition on Accounting System <i>(not authorising value, just other details)</i>						✓			
Process Purchase Order on Accounting System <i>(and attach relevant quotes)</i>						✓	✓		
Authorise Purchase Order on Accounting System <i>(in line with Scheme of Delegation)</i>	✓	✓							
Check delivery note to goods received	✓	✓	✓	✓	✓	✓	✓	✓	✓
Check delivery note to order						✓	✓		
Process Goods Received Note on Accounting System						✓	✓		
B. PURCHASE INVOICES & SUPPLIER PAYMENTS									
Check Purchase Invoice to delivery note and Purchase Order	✓	✓				✓	✓		
Process Purchase Invoice on Accounting System <i>(and attach invoice)</i>						✓	✓		
Authorise Purchase Invoice on Accounting System <i>(if more than £10 higher than the Purchase Order)</i>	✓	✓							
Set up supplier payment run on Accounting System						✓			
Upload payment run to bank, once approved						✓			
Send out electronic remittances						✓			
C. CHARGE CARD									
Cardholder						✓			
Authorise charge card payment prior to purchase	✓	✓							
Make payments in line with charge card conditions of use						✓			
Prepare Charge Card Settlement Form						✓			
Authorise Charge Card Settlement Form	✓	✓							
D. PETTY CASH									
Issue cash <i>(which should be signed for in advance)</i>						✓	✓		
Sign receipts/vouchers to authorise	✓	✓							
Record expenditure in Petty Cash spreadsheet						✓	✓		
Record expenditure on Accounting System						✓			
Count and check petty cash balance						✓	✓		
Prepare petty cash reconciliation						✓			
Authorise petty cash reconciliation	✓	✓							
Bank surplus cash into the Trust bank account						✓			
E. STAFF EXPENSES									
Prepare Staff Expense Claim forms	✓	✓	✓	✓	✓	✓	✓	✓	✓
Authorise Staff Expense Claim forms	✓	✓							
Process Staff Expense Claim forms into Accounting Systems						✓			
Staff Expense Claim forms to be paid as part of the supplier payment run <i>(see section B)</i>						✓			
F. INCOME									
Raise Sales Invoices on Accounting System and keep records of all income due						✓			
Regularly check Aged Debtors Report for any overdue Sales Invoices						✓			
Monitor ParentPay for overdue and credit balances						✓	✓		
Process ParentPay weekly statements on Accounting System						✓			



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G. ASSETS INVENTORY									
Fixed Asset purchases (over £5,000) to be recorded on school asset inventory list						✓			
All ICT equipment (even if under £5,000) to be recorded on school asset inventory list						✓			
H. PERSONNEL/PAYROLL									
Complete payroll forms for starters, contract changes, leavers, etc.						✓	✓		
Authorise payroll forms <i>(Trust to authorise Principal's)</i>	✓	✓							
Prepare and send out all necessary personnel paperwork to employee						✓			
Update paper personnel file						✓			
Update SIMS for contract changes						✓	✓		
Update Every HR for contract changes						✓			
Update the payroll portal for contract changes						✓			
Prepare overtime claim forms	✓	✓	✓	✓	✓	✓	✓	✓	✓
Collate overtime claim forms						✓			
Authorise overtime claim forms	✓	✓							
Enter overtime onto the payroll portal						✓			
Collate absences						✓	✓		
Authorise absences	✓	✓							
Enter absences onto the payroll portal						✓			
Monitor staff budgets	✓	✓	✓			✓			