

Job Description

Job Title	Finance Officer
Grade	2020 Scale 5 (2019 Band 3)
Reports to	Headteacher
Liaison with	Headteacher, Head of Finance & Operations, HR & Finance Manager, Other staff, External agencies
Job Purpose	<p>To administer all processes (ordering, invoicing, paying/receiving, and recording) in relation to routine financial transactions, accurately maintaining and reconciling the school's financial accounting system (PSF).</p> <p>To ensure all procedures relating to routine transactions are carried out in accordance with financial regulation, good practice and relevant statutory legislation</p>
Duties	<p><u>Finance</u></p> <ul style="list-style-type: none"> • To oversee the processing of orders, ensuring correct coding etc and checking full receipt • To set up and monitor annual orders/service contracts (e.g. telephone, grounds maintenance, leases) • To process and record all creditor invoices • To ensure that all payments to creditors are properly authorised • To prepare, record and distribute creditor payments by BACS • To deal with all creditor queries and statements, by telephone or written correspondence • To allocate/record departmental budgets to PSF cost centres • To distribute departmental cost centre reports and to liaise with and assist departments with regard to monitoring of expenditure • To record ledger transactions where required • To record and reconcile all income on the school's financial accounting system (PSF) • To liaise with the catering manager and security company with regard to collection and banking of catering income • To record all catering income on the financial accounting system • To monitor and review financial arrangements for all school trips and activities • To monitor actual budget against expenditure, identifying and resolving budget irregularities in conjunction with the Headteacher • To process debtor invoices, where required • To undertake monthly bank reconciliations, providing reports to the Headteacher, Governors and Trustees • To oversee the administration and reconciliation of the school's purchase card and payment of expenses • Be responsible for administration of school lettings, liaising with

	<p>the caretaker and hirer as necessary</p> <ul style="list-style-type: none"> • To complete and submit financial returns. <p>To assist the Head of Finance where required with queries relating to errors/discrepancies, bank reconciliation and other financial matters</p> <p><u>Personnel</u></p> <ul style="list-style-type: none"> • Maintain manual and computerised personnel records and files • Be responsible for all payroll administration associated with the appointment, allocation, changes, increments and resignation of staff. • Reconcile monthly payroll reports to budgeted staffing allocations • Be responsible for all administration arising from staff absence • Be responsible for recording, monitoring and claiming overtime and other subsistence claims • Maintain records of supply teacher employment and arrange monthly pay claims • Advise school staff on pay and other personnel related matters, taking advice as necessary • Any other ad-hoc HR administration duties
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. • This post is portable across any school in the Trust

FINANCE OFFICER 'B' PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Demonstrate relevant experience in financial management and accounting Educated to NVQ level 3 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of financial school policies and procedures
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake financial/budgetary calculations
	Technology	Competency in the use of word processing and wide range of financial and administrative IT packages
Communication	Written	Ability to complete returns, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	School to enter
	Curriculum	School to enter
	Child Development	School to enter
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work

		Ability to resolve complex problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good Understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and continually improve