

Job Title	Finance Officer
Grade	2020 Scale 6 points 12 - 17
Reports to	Headteacher/TACC Manager
Liaison with	Teachers, support staff, creditors, students, parents.
Job Purpose	<ul style="list-style-type: none"> • To administer all processes (ordering, invoicing, paying/receiving, recording) in relation to routine financial transactions within the school in respect of the following funds: Public Funds, School Private Fund. • To assist TACC Manager to accurately maintain the school's financial accounting system (FMS in respect of routine transactions). • To ensure that all procedures relating to routine transactions are carried out in accordance with the school's financial regulations, good practice and relevant statutory legislation. All members of support staff are involved in Performance Management and Pay Review. • Updating and maintain personnel records including Single Central Record. • Issue and update staff contracts. Complete all pre employment checks.
Duties	<ul style="list-style-type: none"> • To process orders for all areas and ensuring that they are correctly coded. • To assist in the receipt of delivery of goods, received into the school, ensuring they are forwarded onto the relevant department with a Goods and Delivery Note attached for the 'orderer' to sign and return to the Finance Office, thus ensuring goods are received before payment is made and to record on FMS. • To negotiate and monitor annual orders and service contracts. • To process and record on system creditors invoices. • To ensure that all payments to creditors are properly authorised in accordance with the School's Financial Regulations. System generated and manual. • To distribute cheque payments – manual and computer generated to creditors within the relevant payment period. • To deal with creditors queries and statements, either by telephone or letter. • To assist with the allocation and recording of budgets on FMS to cost centres. • To distribute Cost Centre reports on a regular basis to budget holders and assist them with regard to the monitoring of their budget and expenditure. • To account for all cash and cheque income. • To record all income for banking and reconciliation to primary records. • To record Income and Expenditure accurately for the School Fund and ensure the annual audit is completed. • Action any relevant requirement from TAC Manager's ICE reports. • Filing all relevant documentation. • To deal with all the banking of catering income and ensure that it is recorded on FMS • To administer all processes in respect of music fees including the collection of income and accurate recording. • To process debtors invoices for late payments. • To order all bank stationery and ensure the safe keeping of manual cheque books. • To complete monthly VAT returns and to ensure that the school reclaims VAT on eligible expenditure and records VAT on all relevant income. • To assist the Consortium Business Manager where required with any queries relating to errors/discrepancies and other financial matters. <p>Educational Visits</p>

	<ul style="list-style-type: none"> • Liaise with admins assistant regarding educational visits and ensuring financial documentation is correct and completed. Ensure banking of all monies received for school trips. Completing relevant transfers of monies between accounts as appropriate. Making refunds where necessary. Responsible for making payments within the timescale. <p>Petty Cash and Postages</p> <ul style="list-style-type: none"> • To issue and record all petty cash transactions and to reconcile on a regular basis and to deal with all related administration. <p>Payroll and Personnel</p> <ul style="list-style-type: none"> • To deal with all administration with regard to the submission of payroll data – Additional Duties – Absence Returns – Travel Claims. Ensuring P7 is updated and accurate. • Maintain staff personnel files in accordance with safer recruitment best practice and update/maintain Single Central Record. • Issue conditional offer letters- seek references and associated DBS documentation, S2S, 'complete barred from teaching' and similar required pre-employment checks and issue/update contracts. <p>General Administration</p> <ul style="list-style-type: none"> • Undertake the daily routine and process associated with maintaining a record of all incoming mail and ensure that the Consortium Business Manager/headteacher is updated. • Secretarial assistance to Resources committee • Hospitality to visitors to the Finance Office • Telephone reception of incoming calls to the Finance Office including taking messages • Filing and maintaining of office records and responsible for archiving. • Such other duties of an administrative nature as may be required by the Headteacher. • Postal duties. • Staff refreshments. • Any reasonable request made by the Headteacher. • All staff have a responsibility for the safeguarding and promotion of well-being of all pupils. • Health and physical capacity for the post.
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.

FINANCE OFFICER

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
	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
	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