

Job Description: Finance Officer

Job Title	Finance Officer
Grade	2020 Scale 6 (2019 Band 3)
Reports to	Headteacher
Liaison with	Office staff, SLG, Site Manager and Catering Staff
Job Purpose	To be responsible for the development, operation, and management of the financial functions of the school.
Duties	<ul style="list-style-type: none"> • To manage effective systems of internal control. • To manage all issues in accordance with Financial Regulations. • To have overall responsibility for the day to day financial management of the school. • To significantly contribute with budget planning. Supply costings and research prices. • To be responsible for raising purchase orders, orders, invoices, preparing cheques/BACS runs for signature, checking supplier statements, issuing receipts etc. • To be responsible for the preparation of reports and returns required by the governing body, the DCSF and LA. • In conjunction with the Headteacher, to be responsible for advising the Senior Management Team and Governing Body on all aspects of the school's finances and producing a commentary on the school's financial performance. • Monitor actual budget against expenditure, identify and where possible resolve any significant variations, giving notice to the Headteacher/Governing Body about any irregularities • Prepare all documentation necessary for the annual audit. • Prepare and implement Fixed Asset Accounting. • Maintain the Assets Register and the Register of Business Interests. • Review and maximise income generation . • To act as budget holder for certain expenditure cost centres • To advise the Headteacher and governors on insurance. • To assist with the management of premises including management of lettings. • To occasionally provide lunchtime cover in class
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

	<p>role, for health & safety in the workplace</p> <ul style="list-style-type: none">• 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
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**FINANCE OFFICER 'A'
PERSON SPECIFICATION**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	NVQ Level 3 or equivalent Experience in financial management and budgeting
	Knowledge of relevant policies and procedures	Working knowledge of appropriate school financial policies and procedures.
	Literacy	Ability to communicate effectively in writing
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake complex financial/budgetary calculations
	Technology	Ability to use word processor and wide range of financial and administrative IT packages
Communication	Written	Ability to complete complex returns, write complex letters and 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 Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the school's Behaviour Management Policy
	SEN	Understand the school's therapeutic approach to behaviour and learning
	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 with the Senior Management Team, staff and pupils of the school
	Team work	Ability to make a distinctive contribution to the work of a team both as a member and manager
	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, motivate 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	Basic 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