

### Job description

<b>Job title</b>	School Finance Officer	<b>Grade</b>	LBR6
<b>School</b>	Roding Primary School		
<b>Reports to</b>	School Business Manager		
<b>Hours of Work</b>	24 hours pw Term-Time plus three weeks		
<b>Purpose of job</b>			
<ul style="list-style-type: none"> <li>• To provide effective and efficient management of school finances and ensure that financial procedures are followed</li> <li>• To support budget holders and other staff to ensure value for money is achieved at all times</li> <li>• To ensure the smooth operation of the finance function of the school so that financial deadlines and audit requirements are met</li> </ul>			
<b>Main duties and responsibilities</b>			
<p><b>Procurement</b>  Procure resources for the whole school working with the SBM to ensure best value for money is obtained on orders placed and that efficiency savings are made.</p> <p>Ensure orders are appropriately authorised, are within delegated limits and are input accurately against the appropriate expenditure coding</p> <p><b>Payments</b>  Deal promptly with queries from suppliers, matching invoices against orders and deliveries, ensuring their accuracy and timely payment of invoices, including payments using the school credit card</p> <p>Oversee the operation of the petty cash systems including ensuring claims are authorised and comply with policy and procedures</p> <p>Set up products on the school online payment system, making them available for parents to purchase online</p> <p><b>Income and banking</b>  Ensure all service fees and charges, such as lettings, and non-invoiced income due are recorded, notified and collected in a timely manner</p> <p>Ensure income in relation to Out-Borough pupils are identified and recovered in a timely manner</p> <p>Ensure all cash and cheques, including charitable donations received are promptly recorded against appropriate ledger and banked so that amounts kept on site are within insured limits.</p>			

### **Compliance and reconciliation**

Work with the SBM to ensure adherence to the School's financial regulations, written procedures and policies and statutory guidelines with regard to VAT and HMRC such as payment to self-employed contractors

Ensure appropriate cost and income splits between the relevant funding streams

Maintain accurate and up to date financial records in order to provide an audit trail for all transactions

Monthly reconciliation of the

- School bank account
- Petty cash account
- Credit card statement
- Relevant online payment system to FMS and the School Bank Account

Ensure debtor and creditor details are correct and up to date

Regular housekeeping to ensure costs and income have been applied to the appropriate expenditure heading maintain appropriate records and rationale for corrective journals

### **System management and maintenance**

Responsible for the maintenance and operation of financial management systems

Assist the School Business Manager in reviewing financial management systems and, implementing new ones where appropriate.

### **Budget management and period-end**

Upload the budget onto the FMS ensuring it tallies with approved budget

Monitor expenditure and income monthly against the agreed budget, reporting potential variances

Provide reports as required to monitor expenditure and specific budgets

To provide monthly reports for budget-holders ensuring income and expenditure activities are in line with expectations

Assist the School Business Manager with month-end and year-end processes as required.

### **Communication**

Liaise and work collaboratively with parents/carers, colleagues and external agencies

Ensure accurate and timely information is provided to stakeholders

Ensure confidentiality of communications and records in line with College policy and GDPR

### **Other**

The post holder will work as part of a team to deliver the varied administrative tasks across the school, showing flexibility to meet the demands required.

## **General**

Attend and participate in relevant meetings, training and other learning activities and performance development as required

Be aware of and understand their responsibility in complying with policies and procedures in relation to safeguarding reporting all concerns to an appropriate person.

Be aware of and understand their responsibility a commitment to equal opportunities and diversity and to the standards of customer care.

Be aware of and understand their responsibility in complying with policies and procedures in relation to GDPR and Health & Safety. Be responsible for own health and safety and that of colleagues, pupils and the public, reporting concerns re defects and hazards

Play a full part in the life of the school community, to support its distinctive mission and ethos

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

**Person specification**

<b>Job Title</b>	School Finance Officer	<b>Grade</b>	LBR6
<b>School</b>	Roding Primary School		
<b>Education and Qualifications:</b>			
<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification or experience in relevant discipline.</li> <li>• English and Maths GCSE/O Level – Minimum Grade C</li> </ul>			
<b>Experience/Knowledge/Skills:</b>			
<ul style="list-style-type: none"> <li>• Knowledge of relevant legislation, financial regulations and financial codes of practice</li> <li>• Proven numeracy skills and ability to undertake a wide range of financial and administrative tasks, including period-end and relevant reconciliation procedures</li> <li>• Understanding of 'Best Value' and effective financial procedures</li> <li>• Ability to use Information Technology to produce tables, analytical spreadsheets and statistical returns and utilize any appropriate financial and other management information systems</li> <li>• Experience of assisting in the development, management and operation of financial systems and procedures</li> <li>• Able to work constructively as part of a team</li> <li>• Ability to work professionally and to build relationships with parents, staff and other stakeholders</li> <li>• Excellent written and verbal communication skills including corresponding sensitively with stakeholders</li> <li>• Ability to take a problem-solving approach to work and tasks; being proactive and helpful where relevant</li> <li>• The ability to absorb information readily and speedily and work under pressure to tight deadlines whilst maintaining attention to detail</li> <li>• A good understanding of the need for confidentiality and secure financial systems</li> <li>• Knowledge of and commitment to school policies, including Safeguarding, Health &amp; Safety, Equal Opportunities and GDPR</li> </ul>			
<b>Other job requirements:</b>			
Enhanced CRB check.			

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