

## JOB DESCRIPTION

<b>Job Title:</b> FINANCE OFFICER	<b>Grade/Salary Range:</b> F (11-19)
<b>Hours:</b> 25 per week, term time only	

### JOB PURPOSE

To provide an efficient and effective financial support service within the school for the Headteacher and Governing Body.

To manage the school's budget in accordance with West Berkshire Council's Scheme of Financial Delegation

To oversee administrative requirements in connection with HR, lettings and external contracts

To assist in the efficient and effective running of the school office in liaison with the School Secretary

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The Finance Officer has day-to-day responsibility for

- the operation of the school's various accounting processes including monthly manual reconciliation with the local authority's accounting system;
- liaising with the school's Payroll and HR providers for staff-related matters, and associated returns.

The post holder is line managed by the Headteacher.

### MAIN DUTIES AND RESPONSIBILITIES

To act as the School's Finance Officer

- To prepare detailed budgets for expenditure delegated to the school in accordance with guidelines
- To determine and process income for all funds and any additional income such as top up funding, grants and hirers of the school premises
- To maintain the accounting structure and routine operation of the school's FMS accounting system
- To monitor income and expenditure, issue invoices, pay suppliers and keep accurate and timely records
- To collect and bank any school income
- To reconcile bank statements and Imprest arrangements each month against the LA's accounting system
- To input and monitor progress on Purchase Orders
- To account for VAT inputs and outputs, petty cash and reimbursements to staff
- To process monthly salaries on FMS
- To produce monthly agresso reconciliations
- To identify and create systems / spreadsheets / processes to support financial and budgetary decisions, sharing these with the Headteacher and Governors where it has a direct impact on the running of the school
- To produce financial records for submission to the LA and any other relevant returns
- To identify opportunities for generating further income streams
- To review annual contracts to ensure the school is receiving best value for money
- To review the Governing Body's Financial Management Policies annually and amend / update accordingly in line with LA guidance
- Prepare financial year end procedures in line with LA regulations
- Prepare relevant reports and documentation for the Governing Body's Finance Buildings & Staffing Committee and attend meetings to brief and advise
- To keep up to date with legislation in respect of the financial management of the school
- To be responsible for the management of the School Fund accounts, including payment of invoices and reconciliation of accounts
- To arrange a yearly audit check for the school fund and report back to the governing body

- To liaise with the PTA on their financial support of the school through the PTA Fund and the Englefield Support Fund

To support the Headteacher with the day to day administration of staffing:

- To liaise with the school's HR provider
- To generate job adverts and publicise positions vacant, filter applications and generate acceptance/rejection letters and make phone calls when appropriate
- To assist in the appointment of members of staff
- To issue employment contracts and other documents to staff
- To maintain Personnel records including management of the SIMS database for HR matters
- To record individual salary reviews
- To book staff on training courses and log onto CPD records
- To keep supply staff, sickness, overtime, travel claim, holiday and insurance records
- To maintain the Single Central Record and manage DBS checks
- To resolve any salary and contract queries on behalf of employees liaising with West Berkshire Council Payroll and the school's HR provider
- To be the central point for staff to obtain advice on areas such as maternity, sickness, statutory rights, and ensure relevant forms are provided for completion and submission
- To produce a School Workforce Census annually in line with LA guidance and ensure its submission to the DfE

#### **ADDITIONAL DUTIES TO BE UNDERTAKEN**

- Management of school inventories, keeping a log of assets, disposal of assets and loans of equipment and reporting where appropriate to the governing body
- To track all bookings and payments for the Before & Afterschool Club (Early Birds & Barn Owls), logging and processing all payments received and expenditure
- To ensure software licences are in place and legal
- Act as support on problems with admin PCs and photocopiers
- Manage IT support and liaise with the school's IT maintenance providers where appropriate
- To work alongside the School Secretary to provide telephone/reception support, welcoming visitors and answering queries
- To liaise with the Clerk to Governors to ensure effective support for the governing body
- To promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- To promote equality as an integral part of the role, respecting differences and treating everyone with fairness and dignity
- To comply with school health and safety policies, procedures and rules, taking reasonable care of self and others
- Any other duties that reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the postholder.

**PERSON SPECIFICATION**

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training</b>	<p>GCSE Maths &amp; English C grade or above                      Educated to BTEC or A level standard                      Familiar with Microsoft office applications such as Word &amp; Excel</p> <p>Willingness to attend training in school support packages such as SIMS, FMS, SBSonline, Level 1 Safeguarding</p>	<p>Familiar with SIMS and FMS</p> <p>Relevant professional qualification</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Numerate and literate                      Computer literate                      Able to communicate confidently and effectively                      Proven ability to work with computerised financial management systems/accounting systems                      Knowledge and understanding of child protection and safeguarding and be able to demonstrate understanding of own accountabilities</p>	<p>Ability to create and update Excel spreadsheet applications, including formulas</p> <p>Understanding of audit and Schools Financial Values Standard (SFVS)</p>
<b>Work-related Personal Requirements</b>	<p>Diplomatic and resourceful                      Self-motivated and adaptable                      Able to maintain confidentiality                      Able to relate well to children and adults                      Able to work within a team                      Able to manage change and work under pressure</p>	<p>Able to identify own training needs and willingness to take part in learning and development activities</p>
<b>Other Work Requirements</b>	<p>Willingness to contribute to a changing environment in order to provide an efficient and effective support service for staff, parents and governors                      Flexible and willing to attend meetings which may be outside usual hours</p>	