

## Job Description and Person Specification

**Job title** Finance Officer

**School**

**Salary grade** F

**Work location**

**Reports to** Headteacher

**Supervises**

### JOB PURPOSE

- To provide an effective and efficient financial support service within the school.
- To be responsible for the day-to-day management and organisation of financial tasks within the administration team

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

### STRUCTURE CHART

*An up-to-date organisation chart, showing reporting lines.*

### MAIN DUTIES AND RESPONSIBILITIES

#### Finance and administration

- Prepare, in conjunction with the SBM/Headteacher, a detailed budget of expenditure delegated to the school and input details onto financial systems
- Monitor the budget and provide the SBM/Headteacher with projected over- and under-spending and assist in identifying options available for varying expenditure.
- Reconcile the local authority Agresso Report every month, highlighting any discrepancies and reporting to SBM/Headteacher. Deal with any subsequent queries relating thereto.
- Monitor all expenditure and arrange for invoices to be paid.
- Prepare, maintain and reconcile reports, records and accounts as required in conjunction with the school's accounting systems.
- Undertake 'housekeeping' of the accounts, such as preparation and processing of purchase orders, checking outstanding orders, management and reconciliation of bank account.
- Undertake the administration and reconciliation of the Imprest Account in accordance with local authority guidelines and procedures and reconcile on a regular basis.
- Prepare and code timesheets and submit to payroll in a timely manner.
- Negotiate and monitor contracts in conjunction with the SBM.

- Ensure proper collection, reconciliation and banking of any monies received by the school, either from the local authority or from other sources, e.g. lettings, ensuring safe storage of all monies on site.
- Administer arrangements for lettings, liaising with relevant personnel as necessary.
- Provide budget holders with termly reports, monitoring expenditure, ensuring budget limits are not exceeded.
- Undertake end of year procedures on the schools' FMS system in accordance with local authority financial regulations and guidelines.
- Manage the School Fund, including proper collection, reconciliation and banking of monies and the preparation of the fund for annual audit.
- Remain up to date with regard to financial regulations and arrangements and advise the School Business Manager and Finance Committee of all relevant changes.
- Take up CPD opportunities and attend all relevant training courses.
- Undertake any other duties in connection with the administration of the scheme of financial delegation as may become necessary and as discussed and agreed with the SBM/Headteacher.
  
- Any duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the postholder

### **Human Resources**

Be aware and act upon policies and procedures for personnel management.

Principally:

- Administer recruitment of staff
- Set up and amend staff contracts
- Oversee maintenance personnel records including matters concerning compliance and training
- Consult and liaise with West Berkshire Council HR department
- administer and maintain safeguarding records for adults, primarily the single central record

### **General**

- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

### **SCOPE (impact on/control of resources, people, money etc)**

The postholder has no direct responsibility for budget management or staff management.

The postholder has a significant impact on the day-to-day efficient running of the financial affairs of the school, and provides information and advice to senior management and the governing board.

<b>PERSON SPECIFICATION</b>	Essential/ Desirable
<b>Qualifications</b>	
Recognised qualification in accountancy or bookkeeping, or significant relevant work experience in this field	Essential
5 GCSEs A-C, including Maths and English, or equivalent	Essential
SIMS training	Desirable
Qualified First Aider	Desirable
<b>Experience</b>	
Experience of working in an office environment	Essential
Experience of working in a school or college or similar organisation	Desirable
Experience of using accounting software	Essential
Experience of using the local authority's accounting package (FMS)	Desirable
<b>Knowledge and understanding</b>	
Understanding of the need for confidentiality and information security	Essential
Knowledge and understanding of budget planning and modelling	Essential
Knowledge of school financing and the local authority context	Desirable
Understanding of child protection and safeguarding and able to demonstrate understanding of own accountabilities in the role	Essential
<b>Skills and abilities</b>	
Ability to use a web browser to access information	Essential
Competent user of Office software (Outlook, Word, Excel, G Suite)	Essential
Ability to use accounting software	Essential
Excellent numeracy skills	Essential
Ability to communicate effectively, verbally and in writing	Essential
<b>Work-related personal qualities</b>	
Able to work effectively as part of a team	Essential
Self-motivated and able to work without supervision	Essential
Able to prioritise workload and meet tight deadlines	Essential
<b>Other work-related requirements</b>	
Patient, tactful and diplomatic	Essential
Full, clean driving licence	Desirable
Willing to attend child protection training (level 1)	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential