



JOB DESCRIPTION

Job Title	Finance Officer
Accountable to	Headteacher and School Business Manager
Accountable for	To assist with managing and controlling the school's financial resources and with planning, allocating and using financial resources in a manner which satisfies the requirements of accountability and financial control.
Grade / Salary / Hours	Grade E Points 17-19 18 hours PW

Responsibilities

- School Budget Financial Processing
- Maintaining all data records relating to income and expenditure using SAGE 200
- Accounting for all income and expenditure
- Process invoices
- Prepare and generate payments
- Undertake administration of Payroll
- Assist with Month End and Year End Procedures

1. MAIN PURPOSE OF THE JOB

- 1.1 To assist with the management and control of the school's financial resources and the planning, allocating and using financial resources in a manner which satisfies the requirements of accountability and financial control.
- 1.2 To undertake training for any financial aspect affecting schools changing priorities and requirements.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the School Business Manager
- 2.2 Working within the Business & Administration Team

- 2.3 Create good relationships with external providers of services regarding various aspects of Financial Processes.

3. PRINCIPAL Responsibilities

- 3.1 Budget monitoring
- 3.2 Assist in identifying and reporting major variances and the reasons for such variances.
- 3.3 Ensure that SAGE 200 system is maintained and used to record all financial and accounting data.
- 3.4 Process Invoices matched to the original order, ensuring prices are correct, VAT properly accounted for.
- 3.5 Ensure delivery notes are retained, signed and checked to orders before invoices are paid.
- 3.6 Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification cost and timescales.
- 3.7 Prepare and generate Bacs payments
- 3.8 Complete VAT returns/claims
- 3.9 Produce as directed reports, including financial management reports for the School Governing Body and Senior Leadership Team
- 3.10 Undertake the administration of payroll systems, including the timely submission of claim forms to the Payroll provider, checking the first payroll run provided by the provider for accuracy and reconciliation of salaries
- 3.11 Act with the utmost discretion and maintain confidentiality of payroll and staffing information
- 3.12 Assist in the completion/submission of financial/ accounting returns
- 3.13 Maintain, as directed, the inventory of assets so that the acquisition, loan, and disposal of assets is accounted for.
- 3.14 As directed, set up and maintain school accounts in accordance with operational and information systems procedures.
- 3.15 Ensure, as directed that management, departmental and other financial information is routinely agreed at intervals.
- 3.16 Adhere to requirements of DFE, LA and School Financial Policy (School Funding Framework, SDP, Scheme of Delegation/Handbook of Financial Procedures, Accounting Instructions/Standing Orders etc.)
- 3.17 Co-ordinating the receipts from lettings – issuing invoices, chasing payments and liaising the SBM re insurance

- 3.18 Processing staff expenditure claims
- 3.19 Day to day maintenance of financial records and collection of monies.
- 3.20 To maintain review and update the Financial Procedure & Financial Regulations Policy
- 3.21 Assist with Month End and Year End procedures.
- 3.22 Commit to further training to maintain skills/knowledge.
- 3.23 Have an awareness of relevant support services within the Business and Administration Team.
- 3.24 Provide, as directed administrative support appropriate to the needs of the school.
- 3.25 Have an in-depth knowledge of the use of formulas in excel to develop bespoke spreadsheets
- 3.26 Any other duties required by the Headteacher or School Business Manager which are within the scope of the post.

PERSONNEL SPECIFICATION – FINANCE OFFICER,

Finance Officer	Essential	Desirable
Experience	<p>Sound experience of providing excellent financial and administrative services and the ability to assist with the management and control of financial resources.</p> <p>Experience of maintaining accurate computerised records and systems and experience of SAGE 200.</p>	<p>Educated to A level standard or equivalent</p> <p>Evidence of continued professional development</p>
Qualifications / Training	<p>Relevant financial or finance technician qualification – e.g. AAT</p> <p>Good numeracy / literacy skills.</p> <p>5 GCSEs (or equivalent) of Grade C or above including English and Maths.</p>	<p>Experience of schools Finance Systems (SIMS)</p>
Knowledge / Skills	<p>Excellent interpersonal skills & highly organised with an ability to meet deadlines</p> <p>Able to work as part of a team and/or work on own initiative and dedicated to delivering excellent finance support.</p> <p>Ability to present information in a logical, clear and concise format to communicate this effectively to colleagues and Governors, both verbally and in writing.</p> <p>An understanding of school roles and responsibilities and your own position within these.</p> <p>Able to contribute effectively to deliver services in a manner that complies with regulatory requirements.</p> <p>Knowledge of relevant policies / procedures / standards and regulatory matters.</p> <p>Excellent numeracy skills.</p>	<p>Knowledge of best practice and procedures as recommended by the Schools Financial Value Standard (SFVS)</p> <p>Understanding of the role of teachers, students and the school environment</p> <p>Effective use of specialist ICT packages.</p>

Personal qualities & skills	Responsive to change	Concern for the welfare of the school family A positive attitude to problem solving
	Ability to prioritise and work under pressure	
	Trustworthy, discreet and able to deal with confidential matters	

