



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	Finance Officer
Salary Scale:	Salary Grade 4/5 Point 18-25 (£19,917 - £24,510) pro rata depending on experience
Working Hours:	36 Hours per week Monday – Thursday 8.30am – 4.45pm, Friday: 8.30am to 4.30pm Term Time plus two weeks
Purpose:	<ul style="list-style-type: none"> As part of a team of three people, to be responsible for providing effective financial and administrative services to support the work of the School Business Manager and to assist with the planning and development of these services.
Reporting to:	Business Manager
Disclosure level	Enhanced

SPECIFIC DUTIES	<ul style="list-style-type: none"> Input of information to the schools Finance System SIMS FMS, in accordance with procedure. Ordering Goods on behalf of school department Ensure the schools duty to find 'Best Value' when purchasing Always adhere to DFE, Local Authority and the schools Financial Authority and Business Procedures Processing of purchase orders from requisitions accurately and in accordance with agreed authorisation procedures Printing of purchase orders, checking for accuracy and distributing to suppliers and budget holders as required Processing of invoices checking to purchase orders and goods received notes ensuring appropriate authorisation in accordance with agreed procedures and timescales. To examine goods when they arrive and ensure that they are delivered to the correct departments. To work as part of the Finance team to ensure an efficient processing of ordering, invoice, payment and reconciliation of expenditure To work closely with Heads of Departments/Budget holders on monitoring expenditure of their capitation budgets. Calculation of internal recharges, such as reprographics charges ensuring journals are undertaken in a timely fashion to aid good departmental budget management. Assist with other members of the Finance team with month end procedures when necessary. To provide financial information reports from the finance system for budget holders and give advice as requested.
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	<ul style="list-style-type: none"> • Deal with queries from suppliers, debtors, budget holders and staff • To assist the Finance Officer with the monthly extra hours claims for Payroll • To support the Business Manager in the preparation of budgets. • To assist the Business Manager with the preparation of reports for the Governing body. • To order goods using the school's debit card and work closely with the Finance Officers to balance the account. • To order all office stationery and ensure supplies are sufficient at all times. • To assist the Business Manager with School Lettings. • To work with each department and IT to ensure the school has a robust asset management system through use of the electronic inventory system. • To assist the Business Manager in preparation for external Audit of delegated funds
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OTHER DUTIES	<ul style="list-style-type: none"> • To be responsible for the schools Second-Hand Uniform sales. • To work with Reception to manage outgoing postage. • To act as first aider (training provided) • To on occasion cover Reception as part of a planned rota, or if cover is needed in the unplanned absence of the Receptionist.
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CONTINUOUS PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency which lead to improvements in the day to day running of the school. • Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available. • Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice. • To attend relevant training and development courses as required and identified during performance appraisals. • To work flexible hours when required. • To undertake such other duties as required by your line manager commensurate with the seniority of the post.
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Other Specific Duties

Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality and Diversity

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post.

Safeguarding

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Holidays must be taken during school closure periods (school holidays).

St Philomena's is a non-smoking site.

Signature: Date:

Headteacher's signature: Date: