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Headteacher John Hayes
Deputy headteachers Lisa Sweeney
Georgina Durrant

Finance Officer

Job Purpose:

- Leading on the school's financial management systems ensuring they are run efficiently, transparently and with probity;
- To work in conjunction with the school business manager to draft budgets, provide management information and ensure payroll accuracy;
- To assist and advise the School leadership team in formulating financial policies, systems and procedures; and advising on compliance with statutory requirements e.g. HMRC, DfE.
- To provide strategic input and advice to the school leadership team in regards to financial management.
- To liaise with the LA Finance Department and through them keep up to date changes in regulations and legal requirements with respect to financial management;
- To work cooperatively as part of the office team helping out flexibly as needed;

Line of Responsibility: This role is directly responsible to the School Business Manager.

Job Description

1) Financial Systems

- To maintain and operate the school's computerised and manual financial systems in accordance with the LA, central government and HMRC's procedures and regulations;
- To maintain effective control of all areas of the school's delegated budget , including standards fund allocation, ensuring prompt reconciliation of month-end accounts;
- To provide financial information to the LA following the reconciliation of bank accounts and financial ledgers;
- To complete appropriate returns of information to the LA and other statutory bodies, including CIT, P11d and VAT returns, ensuring deadlines for returns are met;

- To process payments after ensuring that all order/invoice verification and approval procedures have been complied with and follow up queries regarding orders and payments;
- To check monthly payroll records and advise the LA's central payroll of discrepancies; to prepare HR forms including changes and leavers forms;
- To administer staff absence funding claims as necessary;
- To develop the school's financial systems in order to improve financial performance and management.

2) Financial Reporting and Budget Drafting

- To monitor income and expenditure in relation to the school's budget and produce monthly reports for the School Business Manager and the school leadership team;
- In conjunction with the School Business Manager, to analyse the financial implications of service, budget and policy options and to make recommendations to the Headteacher;
- Together with the school business manager, to undertake an annual budget planning exercise taking into account the school development plan for the approval of the governors;
- To provide budget management information to the School Business Manager, report monthly to the Headteacher on a monthly basis and to Governors as required;
- To keep school accounts and prepare income and expenditure reports in accordance with the DfE financial regulations, and shall prepare accounts for submission to the school's auditors;
- To provide account reports, support and advice for school budget holders when required.
- To undertake regular reviews on individual cost codes with budget holders.
- To provide support, guidance and training to resources officer.

3) Petty Cash, Small Disbursements, Cash Handling and the Office Team

- To maintain a petty cash account;
- To maintain financial ledgers in respect of disbursements including, petty cash, school journey and the GOSA (Gospel Oak Parent Teacher Association) account liaising with appropriate members of staff with regard to these accounts;
- To maintain the collection, banking and accounting for all school income receipts, including the drawing up of invoices and credit control of lettings;
- To work with office team to ensure efficient handling of cash receipts and payments;

4) Policies and General Responsibilities

- To keep abreast of changes in financial regulations and legislation;
- To review and update the Financial Procedures Manual and finance related policies as required;
- To undertake Best Value review;
- To comply with data protection regulations;
- To lead on preparation for audit and OFSTED inspections;
- To deal with relevant correspondence promptly as required;
- To attend meetings, training events and school events as necessary;
- To be flexible and work according to the needs of the school, including a willingness to deputise in the general office from time to time;

5) Knowledge and Skills

- Ability to demonstrate a good standard of numeracy and accounting procedures for a budget of about £3m;
- An ability and knowledge to produce budgetary estimates reports, cash flow and statistical summaries, ideally combined with operational excellence;
- A good working knowledge of the methods of ordering, contracts, purchasing and value for money;
- Ability to set up and maintain efficient administrative systems, particularly computer based systems;
- Ability to establish and maintain effective working relationships at all levels with teachers and support staff and governors;
- Demonstrate an ability to work constructively as part of a team understanding school roles and responsibilities, including their own;
- Ability to work to a high degree of accuracy and maintain accurate records;
- Ability to work effectively under pressure and ensure that deadlines are met. Excellent time management;
- Ability to organise own workload and work on own initiative;
- A high level of competency in using MS Excel and Word;
- A high level of competency in using financial management systems and databases e.g. RM Finance, SIMS, Sage. (The School uses RM Finance);
- An awareness of Health and Safety Responsibilities;

6) Personal Qualities

- Diplomatic and tactful and able to exercise discretion maintaining confidentiality;

- Able to work flexibly, adopt a hands on approach and respond to unplanned situations;
- Able to follow direction and work collaboratively with the School Business manager and the school leadership team;
- Can quickly acquire an understanding and will follow the school's child protection policies.

The main duties and responsibilities of the role are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the headteacher

Qualifications & Experience

Essential:

At least 5 O-levels\GCSEs which must include Maths and English (or the equivalent)

Evidence of finance, business or administration to lead day to day operation of an established business or organisation within financial constraints.

At least 2 years' experience of financial management.

Desirable:

At least 2 years' experience of working within a school or similar environment.

Relevant Book-keeping, accountancy or school business qualifications

Experience of using RM Finance