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| C:\Users\acharalambous2.304.PPARK.000\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\I2CGT5K0\Preston Park_Version 2.png | SCHOOL:  **Preston Park Primary School**  JOB TITLE:  **Finance Officer**  Directly Responsible to: **Headteacher**  Functionally Responsible to: **School Business Manager (SBM)**  Responsible for: **Finance Assistant**  Grade: **Scale 5 (Point 22-25)**  Term Time + 2 Weeks |

**Job Description**

**PURPOSE OF THE JOB**

* Under the direction of the School Business Manager, to assist in the provision of a comprehensive financial support service to the school by undertaking a range of financial, administrative and clerical support functions.
* Ensure financial procedures are in line with the principles of sound financial control and compliance with statutory requirements and deadline from School Business Manager, Headteacher, Governing Body, Local Authority, and Department for Education and other agencies.
* To contribute to the overall ethos, work and aims of the school.

**PRINCIPAL ACCOUNTABILITES AND RESPONSIBILITIES**

* To assist with the operation and maintenance of the school’s manual and computerised financial systems, updating financial records and assisting in the production of financial information and reports for the School Business Manager and Headteacher.
* To be responsible for the collection of all monies due to the school and the issuing of receipts e.g. for educational visits/workshops, after school clubs etc.
* To record all income collected on the school’s financial information system/spreadsheets and prepare the necessary paperwork for banking on a weekly basis
* To be responsible for the security of all cheque books and pre-printed stationery
* To be responsible for filing, security and retrieval and the back-up of financial records
* To be responsible for the recording, monthly reconciliation and security procedures for the petty cash account.
* To undertake routine accounting operations including the receiving and processing orders, checking and processing invoices and staff purchase reimbursements and raising cheques for suppliers on the school’s financial system (FMS)
* To produce cost centre reports for budget holders and give advice regarding the monitoring of these budget figures on a timely basis.
* To assist teachers/teaching & learning assistants in preparing the costings for external educational visits and in school workshops and arranging transport (where required). To prepare a summary sheet for each completed trip/workshop to show full costs and income analysis.
* To maintain the records for the equipment/asset register for the school and to comply with the LA/Audit requirements.
* To enter payroll changes as and when required.
* To process the two separate monthly payroll runs and check for accuracy.
* To deal with staff queries on payroll and refer if necessary to the payroll provider.
* Ensure accurate management of payroll data.
* To make staff aware of auto-enrolment dates for pensions and deal with queries.
* To assist with the procurement of educational materials, equipment and services as required, having regards to value for money and ensuring that the most competitive prices are obtained for the school. To be responsible for checking the deliveries and chasing up outstanding deliveries etc.
* To manage/market the school’s letting process, including the issuing of receipts and being proactive in chasing up outstanding debtors, ensuring the premises left in good condition etc., and looking to maximise future income generation for lets as required.
* To assist the School Business Manager with annual, quarterly and monthly statutory reports/returns (e.g. School Financial Values Standard) and to help prepare the supporting documentations to meet the deadlines set.
* To analyse the income paid via the parent pay system to enable prompt recording onto the school’s Financial Management System (FMS).
* To undertake any clerical and general office duties, including filing, duplicating, photocopying, attending to visitors/parents at the main reception desk etc. to assist in the efficient operation of the school.
* To comply with and assist with the development of policies and procedures and report all concerns to an appropriate person in respect of:

1. Safeguarding
2. Health, safety and security
3. Confidentiality, and
4. Data Protection

* Ensure that the school’s administrative systems contribute to the school’s commitment to equality of access to opportunities to learn and develop for all pupils.
* Liaise with Senior Leadership Team and teaching staff to ensure equality of access to learning opportunities for all pupils.
* Undertake these duties within agreed school objectives, policies and procedures and promote the council’s Equal Opportunities Policy.

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| Person Specification |

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| **Post Title:** | Finance Officer |
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|  |  |
| **School:** | Preston Park Primary School |

**please note**

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

| **method of assessment** | | |
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| **application form** | **interview** | **test** |
| **1. abilities** |  |  |  |
| 1. Ability to operate a full range of specialist ICT and other resources and equipment. | **\*** |  | **\*** |
| 1. Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems including SIMs | **\*** |  |  |
| 1. Ability to absorb and understand a wide range of information concerning the functions of the school. |  | **\*** |  |
| 1. Ability to build and form working relationships with pupils, visitors, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team. | **\*** | **\*** |  |
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| **2. skills** |  |  |  |
| 1. High level of verbal and written communication skills appropriate to the need to communicate effectively with colleagues, visitors and parents/carers. | **\*** |  | **\*** |
| 1. Very good standard of numeracy and literacy skills. | **\*** |  | **\*** |
| 1. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. |  |  |  |
|  |  |  |  |
| **3. knowledge** |  |  |  |
| 1. Full working knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation. | **\*** |  |  |
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| **4. education and professional qualifications essential to the post** |  |  |  |
| 1. NVQ level 4, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline. | **\*** |  |  |
| 1. GCSE or equivalent in English and Maths - grade C or above | **\*** |  |  |
|  |  |  |  |
| **5. experience** |  |  |  |
| * 1. Successful experience of development, management and operation of financial systems in an office environment. | **\*** |  |  |
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| **6. equal opportunities relevant to the post** *(mandatory)* |  |  |  |
| Understanding and commitment to the Council’s and school’s Equal Opportunities policy. | **\*** | **\*** |  |
|  |  |  |  |
| **7. customer care relevant to the post** *(mandatory)* |  |  |  |
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