**Job Description**

**POSITION:** SENIOR FINANCE OFFICER

**Reporting to:** School Business Manager

**SCALE:** APT&C Scale 5 (point 22- 25) (Indicative Grade)

**HOURS & PAY:** 35 Hours per week, 52 weeks per year

**PURPOSE OF JOB:**

* To assist the School Business Manager in providing an outstanding level of performance in the financial administration of the school;
* Ensure financial administration is completed in a timely manner to agreed internal timescales;
* To be responsible for safeguarding and the welfare of all children within the school.

**MAIN ACTIVITES:**

* Maintain manual and computerised financial records for all matters relating to school expenditure;
* Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts;
* Deal with budget queries, advising on solutions where appropriate;
* Work with School Business Manager in computerising the financial administration process;
* Be point of contact with external suppliers to resolve queries/problems;
* Adopt a solution focussed approach in all areas of financial administration ;
* Be responsible for the security of unused cheques and other controlled stationery relating to financial administration;
* Helping to ensure the school is following Best Value procedures;
* Ensure preparation of orders, check full receipt, ensure payment of goods and services in carried out in a timely and professional manner;
* To ensure all income is banked regularly to agreed timescales;
* Continually evaluate all finance systems to ensure they are effective and efficient;
* Attend any necessary financial meetings along with the School Business Manager;
* Line management of Finance Assistant

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the School Business Leader or Principal within the grading level of the post and the competence of the post holder.

PERSON SPECIFICATION

SENIOR FINANCE OFFICER

**EDUCATION & QUALIFICATIONS**

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| Essential | Desirable |
| * Appropriate financial qualification(s) in this field.
* Sound general education sufficient to meet the operational and intellectual requirements of the post.
* Literate and numerate: GCSE Level for English and Maths.
 | * Association of Accounting Technicians
* Chartered Institute of Public Finance & Accountancy
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EXPERIENCE

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| Essential | Desirable |
| * Evidence of finance, business and administrative management experience to support the day-to-day operation of an establishment / company within financial restraints.
* Experience of managing change and implementing new systems / procedures / controls.
* Evidence of effective line-management of the finance team.
* Working knowledge of financial software / systems
* Proven general experience.
* The ability to work at both strategic and operational levels.
* Conversant and up-to-date with general financial regulations.
* Knowledge of principles and methods of financial control and reporting and their adaptation to various purposes.
* Knowledge of the implications of VAT.
* Sound working knowledge and understanding of methods of ordering, contracts, purchasing, value for money and best value.
 | * Evidence of finance, business or administrative management experience within a school or similar environment.
* Knowledge / Overview of the Academies Financial Handbook.
* Working knowledge and experience of PS Financials and SIMS.

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COMMUNICATION AND INTERPERSONAL SKILLS

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| Essential | Desirable |
| * Ability to build and form relationships with colleagues and other professionals.
* Ability to keep abreast of developments and changes in associated legislation and guidance and communicate information to colleagues as appropriate
* Ability to work constructively as part of a team, understanding school roles and responsibilities.
* Excellent interpersonal, written and verbal communication skills.
* Proficient in the use of Microsoft Office, e-mail and the internet.
* Attention to detail.
* Supportive and co-operative.
* Team player.
* Confidentiality
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ATTITUDE & MOTIVATION

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| Essential | Desirable |
| * Ability to develop and motivate members of the finance team, delegating duties as required.
* Ability to evaluate own development needs, those of other members of the finance team and address them through the performance management scheme.
* Evidence of continuing professional development.
* Proactive and self-motivated.
* Planning and organisational skills to meet deadlines
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