



## **Chipping Norton School**

Job description:	Finance Officer
Date last reviewed:	November 2017
Grade of post:	Grade 8-9 (£23,398 - £28,485) FTE (depending on experience)
Contract terms:	Permanent, part-time or full-time (with the flexibility for term time working if desired)
Location:	Based at the Chipping Norton School (some travel to Trust based meetings)
Line Manager:	Headteacher
Disclosure Level:	Enhanced DBS

### **Job Purpose:**

Be responsible for ensuring financial procedures and practice across the school; securing effective financial control and account practice; accurately reporting the school's financial position; co-ordinating financial monitoring; line management of Finance Administrator.

### **Finance Officer responsibilities** (in conjunction with the Headteacher and RLT)

- Maintaining and developing financial procedures and regulations to ensure effective financial management
- Maintaining and developing financial systems to ensure accurate recording of all financial transactions
- Effective monitoring and reporting of income and expenditure against budgets
- Ensuring accurate and timely administration of payroll, and banking arrangements
- Providing financial management information to school leadership and governors as required
- Maintaining and developing appropriate financial regulations and working with budget holders to ensure effective budget monitoring and management
- Ensuring regular payroll and account reconciliation, including bank accounts and credit cards
- Managing ad hoc payments and receipts
- Advising and challenging cost centre managers
- Working closely with the Business manager and RLT finance team to ensure accurate financial monitoring and reporting

### **Other duties and accountabilities:**

- Keeping up to date with legislation and guidance from funding bodies on finance, tax, VAT, NI and other relevant matters, and advising the Head of Finance of any material changes and any actions required
- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Head of Finance
- Ensuring compliance with the Academy Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity
- Promoting the Academy Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust

- Undertaking such other duties as reasonably correspond to the general character of the post

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description is illustrative and may be amended in discussion between the post holder and their manager.

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.

## Person Specification: Finance Officer and/or Business Manager

Specification	Essential	Desirable
Education/Training	A Levels or equivalent	University degree or equivalent
Relevant Experience	Management accounting / financial planning and closure of accounts experience. Experience of budgeting, reporting, monitoring budgets and providing financial management support in a medium sized organisation. Experience of management.	Experience of working in a School environment. Experience of managing over two or more functions.
IT skills	Experience in Microsoft Office and advanced skills in Excel. Experience of financial systems and skills needed in excel data management and reporting.	PS financials. HCSS Education
Data management	Ability to synthesise and analyse complex information and make sound judgements and decisions based on this. What if scenario planning.	
Relevant Skills/Aptitudes	Ability to communicate effectively and gain credibility at senior level. Experience of budget holder support and advice. Ability to deliver training on budget monitoring and use of financial systems. Ability to build strong working relationships and enable effective working. Ability to seek value for money in decision planning.	Previous experience of developing and delivering training programmes.
Other	Contribute positively and play a proactive role in achieving individual and team objectives, to timetable and work plan.  Driving licence	Willingness to travel to Trust meetings