

Finance Officer

Term Time Only
36 Hrs. per week
Band 5
Band 5:22 – 5:25
£24,618 - £26,658

Reporting to: School Business Manager
Line Manages: N/a

Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and within the nature and scope of the role may also be required, as directed by the Head teacher or School Business Manager

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and within the nature and scope of the role may also be required, as directed by the Headteacher / School Business Manager.

The Finance Officer is responsible for:

- Ensuring effective operation of the operational finance function of the school
- Assisting the SBM with all aspects of the development of school finances
- Ensuring the safe receipt and handling of cash and the reconciliation of transactions
- Assisting the SBM with all aspects of payroll and pension administration including monthly and annual returns
- Co-ordinating and completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services
- Reconciling the bank balance to the school financial system
- Compiling the schools quarterly Vat return
- Administering and controlling the finances of all school trips, clubs and activities
- Assisting and reporting to the SBM in matters relating to the school budget monitoring
- Administering the close down and open of the financial year and associated activities

Job Specification

Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors
- To provide efficient finance and administration
- To ensure that the school's and LA finance policies and procedures are followed
- To maintain and update information held on school databases in particular those relating to finance including recording expenditure and income, payroll information,
- To produce and access reports for budget holders
- To assist in transferring data safely when database systems are introduced and / or changed
- To assist in the setting up and maintaining of archive files and historical data
- To assist in the preparation of statistics and management information with regard to finance as required by School Business Manager, the Headteacher, Governors, Auditors, LA, and DfE, including end of year accounts and Schools Value Financial Standard.
- To assist in the collection, entry and extraction of data required to complete statutory returns
- To process orders ensuring sufficient funds are available beforehand,
- To pay invoices within the agreed 30 day period or ensure that every attempt has been made to do this
- To ensure that delivery notes for received and delivered goods are filed with orders
- To deal with all enquiries relating to invoices
- To process payments following required authorisation having been gained and ensuring cheques are signed by relevant signatories
- To ensure the safe receipt, handling and banking of monies and cheques received
- To oversee the receiving, recording and banking of monies received from students/parents/carers either cash or online
- To assist, if required, the SBM with all aspects of payroll administration within the relevant deadlines including preparing timesheets, submitting variations and new details, entering sickness data, dealing with pension and tax queries
- To complete bank account reconciliations and ensure that they are signed by Headteacher, reporting any issues to the SBM
- To ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required
- Assisting the SBM with school meals administration and finance
- Administering and controlling the finances of all school trips, clubs and activities
- To issue school invoices following up their prompt payment
- In conjunction with the SBM to liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries
- To contribute to the evaluation and development of financial systems and procedures
- To assist in the establishment of a list of approved contractors and suppliers to ensure best value
- To assist the SBM as necessary with the review and update of the school's financial management manual
- To assist the SBM in the co-ordination of the annual audit
- To report technical faults relating to the school finance database system/s and equipment to the ICT Technician/s following school reporting procedures

Administrative

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns, reports and the appropriate maintenance of financial records
- To process, input and extract data held on the school's database systems

- To maintain both manual and computerised record and filing systems in line with audit requirements such as authorised signatories list, invoices, expenses, banking, cheque books etc.
- To deal with correspondence promptly and as required including distribution of invoices received, payment queries, communication received from suppliers, contractors and the bank
- To assist with reception duties, ensuring an efficient and effective service is provided to all visitors, parents, staff and stakeholders

General

To assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.

To attend relevant meetings and training sessions

To keep abreast of developments and changes in fields relevant to role and communicate to staff as required

To be conversant with and apply the school Safeguarding obligations

To be conversant with and apply the school Data Protection and GDPR obligations

Essential Skills

SIMS FMS / SIMS.net

Skilled User of all MS Office Products

Desirable

To be conversant with schools financial management practices and funding streams

To have a financial qualification (AAT)

Safeguarding

The post holder will share the school's commitment to safeguard, and promote the welfare of, the children in our care.

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.

To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Smallwood Primary School

Person Specification: School Finance Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Maths & English (min level 3) • Excellent Keyboard skills • Excellent Numeracy Skills 	<ul style="list-style-type: none"> • Evidence of continuous INSET and commitment to further professional development – • Further Qualifications in the field of Administrative / Business Management / Academies Finance • First Aid / Fire Safety or other workplace related training
Experience	<ul style="list-style-type: none"> • Previous Schools Finance Experience; • MS Office Expertise; • SIMS.net / School MIS Systems 	<p>In addition the candidate might have experience of:</p> <ul style="list-style-type: none"> • Working in an education environment • LA Purchasing Procedures • School Fund Accounts
Knowledge and understanding	<p>The candidate should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • SIMS.net / School MIS Systems • The importance of the 'Finance Officer' role and its place in the overall effective functioning of the school; • Financial reporting 	<p>In addition, the candidate might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> • Nursery Funding Streams • Child Care Vouchers • Schools on line payment systems • Health & Safety as it pertains to the school

Smallwood Primary School

		<p>environment and pupils activities</p> <ul style="list-style-type: none"> • Safeguarding as it pertains to the school environment • A basic knowledge and understanding of current educational legislation and initiatives
Skills	<p>The candidate will demonstrate:</p> <ul style="list-style-type: none"> • Excellent at managing the 'schools finance' function for the school and creating a professional and effective operation; • Excellent at building positive relationships with children and the wider school team and other stakeholders; • Confident and effective use of ICT; • Excellent planning, recording and reporting skills ; • Excellent Communication and Interpersonal Skills; • Communicate effectively (both orally and in writing) to a variety of audiences; • Understand the importance of working to deadlines; • Be able to create a happy and effective school reception function 	<p>In addition, the candidate might also be able to:</p> <ul style="list-style-type: none"> • Be confident in the use and management of all office IT & equipment (for e.g. reprographics equipment) • Have a working knowledge of the School Business Managers role and responsibilities • Be able to produce, read, interpret financial reports as they relate to schools.
Personal characteristics	<ul style="list-style-type: none"> • Professional 	

Smallwood Primary School

	<ul style="list-style-type: none">• Highly motivated and driven• Willing team member and supportive colleague;• Possess attention to detail;• Approachable;• Committed;• Empathetic;• Enthusiastic;• Organised;• Patient;• Resourceful.	
--	--	--