

JOB DESCRIPTION: Senior Finance Officer

Grade: ME 8

Responsible to: Director of Finance

Responsible for:

- The Finance Assistant
- Leading the administration of Payroll processes, including sickness processing for payroll purposes
- Undertaking administrative and financial organisational processes within the school

Hours of work: This post is full-time 35 hours per week / 42 weeks per year. Working hours will be 8am to 4pm Monday to Friday. Attendance during school holidays to be arranged in conjunction with the Director of Finance, and around school priorities.

Job Purpose:

- To provide an efficient and effective payroll support service within school
- To support the Director of Finance in the management and implementation of school policy and practice with regard to Finance Management
- To support the management, operation, maintenance and development of the financial procedure in co-operation with the Director of Finance, Senior Leadership Team and Governors

Human Resource Management - Personnel

- Managing the payroll services for all school staff including the management of pension schemes and associated services, inputting temporary elements and adhering to payroll deadlines. Advising staff on employment and salary issues
- Ensuring all required records are kept current and any statutory returns are completed in a timely manner
- Supporting the Director of Finance in ensuring staff have a clear understanding of Finance policies and Procedures and the importance of putting them into practice.

Financial Management:

Support the preparation of the annual budget for the school to enable the Director of Finance/ Headteacher to submit to the Governing Body and provide specific expertise in long-term financial management.

Responsible specifically for:

- Ensuring accurate financial records are maintained, including those pertaining to payroll, and reporting on a regular basis to the Director of Finance
- Assisting the overall financial planning process in conjunction with the Director of Finance for all expenditure
- Monitoring key elements of the budgets throughout the financial year, reporting any matters of concern to the Director of Finance, Headteacher and Governors and proposing revisions to the budget if necessary, in response to significant or unforeseen developments

- Providing ongoing budgetary information to relevant colleagues including managing the end of month reporting to Heads of Department
- Ensuring that the school complies with the Financial Value Standards and that 'Best Value' principles are applied to all appropriate purchasing decisions
- Advising the Headteacher and Governors if fraudulent activities are suspected or uncovered – where appropriate following appropriate whistleblowing procedures (including contacting the LA)
- Managing the FMS module and giving guidance to other users
- Preparing evaluations/ comparisons for particular projects and the development of long term initiatives for the school
- Co-operation and liaison with external auditors, initiating and managing audit procedures as necessary to ensure school compliance
- Seeking and making use of specialist financial expertise
- Leading cost centre financial analysis
- Assist the Director of Finance with preparation of financial reports as required.
- Leading the management of the General School Fund, including preparing annual accounts for audit.
- Overseeing department recharges for photocopying and other items as required

Line Management

- To effectively manage the work of the Finance Officer and ensure that regular performance reviews are undertaken
- To hold regular team meetings with managed staff
- To undertake induction / appraisal / training / mentoring for other staff

System Management

- Maintaining an overall awareness of the need to match spending to budget, alerting Finance Director to potential overspending.
- Ensuring all records are kept up to date – regularly checking for and cancelling out of date orders
- Dealing with any banking errors notified by the Bank

Financial Management Procedures

- Undertaking the monthly bank reconciliation, fulfilling London Borough of Merton reporting requirements.
- Managing school cash flow, administering the schools online banking and liaising with Key Account Manager as necessary
- Undertaking the monthly VAT return and submitting to London Borough of Merton
- Managing the financial aspect of school trips. Setting up trips within the online payment system, and managing income and expenditure
- Managing the coding of invoices ensuring appropriate expenditure codes are maintained and used within the Financial Management system
- Managing the use of accounts receivable including raising invoices and pursuing overdue payments
- Recording non-invoiced income against relevant income codes

Petty Cash

- Managing requests from staff for advances/reimbursements and the distribution of cash / cheques in accordance with finance procedures.
- Ensuring all records within Petty Cash system are maintained and regular checks of petty cash balances are undertaken and recorded.
- Arranging for reimbursement cheque to be cashed regularly to bring imprest up to required level, and obtaining cash from bank as required.

Safeguarding / Child Protection:

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with an appropriate lanyard. Liaising with the HR Manager with regard to the SCR.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- Supporting the school in meeting its legal requirements for worship.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending and participating in meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognize own strengths and areas of expertise and use these to advise and support others

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- 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 construed
- 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 or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher