



# WOODBIDGE HIGH SCHOOL

**Post: Finance Officer**

**Update: 23<sup>rd</sup> April 2025**

**Job Description Date:** Summer term 2025

**Line Manager:** School Business & Finance Manager

**Grade:** LBR 8

**Weekly Hours:** 21.75 Hours (term-time only plus five extra days during school holiday periods)

## **Purpose:**

To manage and to be responsible for the school's Capitation, School Fund and Lettings Accounts on a day to day basis; to assist the School Business & Finance Manager (SB&FM) in the line management of the two finance assistants and the development and monitoring of the school's financial systems while ensuring due compliance with *Schools' Financial Value Standard (SFVS)*.

## **Duties and Responsibilities**

1. To manage records of all financial transactions relating to income and expenditure via the school's bank accounts in accordance with set procedures.
2. To monitor and analyse bank account budgets on a daily basis (using *RM Finance* software), ensuring that all potential over/under spends are addressed and brought to the immediate attention of the SB&FM, or appropriate budget holder, and recommending budget virements to the SB&FM.
3. To assist the SB&FM with the monthly monitoring of the school budget through the local authority's financial ledger systems (*Agresso*) and the monthly reporting spreadsheet, taking responsibility for the accurate monthly reporting of the school bank account within the overall school budget report presented.
4. To manage monthly bank account reconciliations for capitation, lettings, trips and events (reviewing bank statements and school retained records) ensuring full compliance with school procedures.
5. To supervise the daily duties of the two finance assistants.
6. To manage the school's entire purchase ordering system.
7. To provide regular income and expenditure reports to the SB&FM and appropriate budget holders, and to provide training concerning best practice to capitation budget holders, including the concept of *Best Value* and guidance concerning under/overspends.
8. To have a full understanding of and to ensure that appropriate CFR returns are made to the local authority and ensuring that appropriate end of year bank account returns are completed for the local authority.



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9. To manage the school's Capitation and School Fund on a day to day basis and to prepare termly financial reports.
10. To manage prepare and submit claims to the local authority in respect of monthly refunds for VAT, adhering to strict deadlines.
11. To devise, manage and implement robust systems of cash/cheque collection (presently *Schools Cash Office* software) and ensuring that all monies received are handled in accordance with school procedures in respect of capitation, lettings, curriculum visits/trips, non-uniform days and events. This list is indicative and not exhaustive.
12. To be responsible for banking of all money received by the school.
13. To manage an appropriate petty cash system and ensure that stocks are replenished accordingly.
14. To ensure that all money is securely handled and maintained in accordance with the school's banking procedures.
15. To manage the school's BACS and cheque-printing system on a day to day basis.

### **Generic:**

16. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
17. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
18. To invigilate school examinations as required.
19. To perform other such duties of a similar nature as from time to time may be required.



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## **PERSON SPECIFICATION:**

**JOB TITLE:** Finance Officer

**-Essential (E) or Desirable (D) below**

### **Experience:**

- previous experience of working in a financial environment (D)
- previous experience of using financial IT software (D)
- experience of producing statistical information (D)
- previous experience of working in an educational environment (D)
- experience of using, setting up, maintaining and developing administrative systems (E)

### **Skill, Knowledge and Abilities:**

- professional telephone manner (E)
- able to carry out set duties (E)
- appropriate IT skills (Word, Excel, e-mail) (E)
- able to work using own initiative (E)
- an attention to detail (E)
- high level of personal drive and energy (E)
- receptive to new ideas and change (E)

### **Education and Qualifications:**

- a good standard of general education (E)

### **Personal Attributes:**

- willing to integrate into a team (E)
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)
- a friendly, co-operative approach to parents, pupils and staff (E)
- willing to work flexibly in terms of job roles and responsibilities (E)
- promotes and gives a positive image of the school (E)