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| **Job Description**  **Finance Officer Level 2**  **Grade 4**  **37.5 hours a week term time**  **plus 4 holiday weeks (including teacher days)** |

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| **Overall Purpose of this post:**  To assist in the operation of the school financial services and systems. |
| **Major Objectives:**   1. To ensure effective and efficient delivery of financial support services within School, complying with relevant financial procedures, policy and systems. 2. To ensure that all financial and administrative procedures are adhered to and all policy documentation related to financial and administrative matters is in place, i.e. cash handling, processing of orders, invoices, VAT returns, etc. 3. To be responsible for maintenance and recording of data for School computerised financial and personnel system, complying with Government, Local Authority (LA) reporting and accounting standards. 4. To liaise with relevant sections of Local Authority on behalf of School, providing information and advice as necessary. 5. To ensure that Health & Safety requirements are adhered to and appropriate systems procedures are introduced and maintained. 6. To support the School in achieving and maintaining positive and effective lines of communication with all customer and supplier groups. 7. To implement and promote the School’s policies and procedures relating to all areas of employment and service delivery.   **These are the highest level objectives, see ‘Level Criteria Matrix’ for objectives at other levels.**  **Summary of job tasks:**  The tasks listed are, generally, only those taking at least 10% of the post holder’s time.   1. Monitor budgets and ensure their effective and efficient use and control of expenditure, advising and working with Principal, budget holders, governing body, local authority, funding agencies, etc. as necessary. 2. Manages all allocated human, material and financial resources. 3. Provides information for Governors, Principal, teaching staff, education service and appropriate City Council and other agencies, as required. 4. Advises and provides guidance on spending commitments, budgetary matters, personnel and operational issues and other income and expenditure issues. 5. Prepares, monitors and administers budget forms, out-turn statements, monthly LA returns, bank reconciliation’s and other relevant documentation, ensuring their submittal within statutory deadlines. 6. Records and maintains all financial and expenditure data onto financial management information systems, ensuring that information is provided to staff, governors, and other relevant bodies when required. 7. Undertakes inventory of equipment and materials when required, supplying inventory information to respective faculties, arranging for disposal of obsolete or broken equipment. |

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|  | **Person Specification**  **Finance Officer**  **Job Requirements: Essential (E) or Desirable (D)** | **E/D** |
| 1. Training and   Education | A level of numeracy and literacy sufficient to carry out the duties of the post.  Experience with IT/word processing and willing to obtain additional training /qualifications as necessary.  **See Level Criteria Matrix attached for requirements for different levels.** | E  E  E |
| B. Experience | Clerical /Administrative background.  Experience of working in a financial environment.  **See Level Criteria Matrix attached for requirements for different levels.** | E  E  E |
| C. Equal Opportunity | Must be able to recognise discrimination in its many forms and willing to put the School’s Equality Policies into practise.  Willing and able to deal with staff, external agencies, young people, parents and others from a variety of backgrounds. | E  E |
| D. Other Skills | Able to work with statistics and data.  Able to prioritise own workload and work to tight deadlines.  Awareness of, and able to exercise confidentiality when necessary.  **See Level Criteria Matrix attached for requirements for different levels** | E  E  E |
| E. Other Conditions  Including any hazardous or environmentally adverse conditions | Willing and able to travel to financial institutions, e.g. to bank cash/cheques.  Must satisfy any relevant pre-employment checks.  This post will involve contact with vulnerable groups (children, young people and /or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. | E  E |

**Level Criteria Matrix**

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| **Element** | **Level 2** | **Level 1** |
| **People Management** | As lower level plus:  Instructs and provides guidance where necessary to other administration staff. | None. |
| **Creativity required** | As lower level plus:  Prepares presentations and reports for meetings. | Assists in recording and maintaining financial and expenditure data onto financial systems.  Assists in bank reconciliations and accounts.  Undertakes inventory of equipment and materials when required.  Accounts for petty cash transactions.  Explains payable/receivables to others |
| **Contacts** | As lower level plus:  Negotiates and recommends suppliers regarding the ordering of goods and services.  Reports on School budget. | Liaises with external providers / suppliers for budgeting and account purposes.  Assists manager in financial and budgetary monitoring and maintenance of computerised data systems. |
| **Decision making** | As lower level plus:  Checks the work of staff, ensuring the work is completed.  Refers more complex problems; financial/budgetary issues to Manager.  Inputs, retrieves, and reconcile School management system and other databases as necessary. | Undertakes day-to-day basic financial checks, ie invoicing, petty cash, processing of payments etc. |
| **Objectives** | As lower level plus:  Maintains and monitors procedures, processes.  Ensures supervision of staff, providing clarity and ensuring deadlines are met.  Ensure School has reliable financial and budgetary data/information.  Ensures support is given to Manager in implementation and interpretation of financial /budgetary regulations and policy. | Ensures basic School finances are carried out to required deadlines.  Ensures reliable and accurate information is produced when required. |

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| **Resources used or managed** | As lower level plus:  Assists in daily execution of budget monitoring.  Handles cash, cheques and petty cash.  Inputs, retrieves, and reconcile information on School management system and other databases as necessary. | Handles cash and cheques.  Maintains correspondence, records and appropriate files. |
| **Physical effort & IT use** | As lower level plus:  Inputs, retrieves, and reconcile information on School ICT management system and other databases as necessary. IT use up to 75% daily. | IT use up to 85% daily. |
| **Interruptions, conflicts & frequency** | As lower level plus:  Deals with any urgent demands or work requests as they occur, eg request for financial information/data for reporting purposes.  Some urgent work requests or updates on financial reports or figures.  Re-assesses priorities as they arise. |  |
| **Knowledge and skill level** | As lower level plus:  Some familiarity with financial documents, cheques, orders, financial record updating.  Formal IT training or qualifications or equivalent experience /ability.  Experience of monitoring income and expenditure and maintaining accounts. | Good standard of general education with a proven aptitude for numeracy. |