



Job Description

Finance Officer

Grade: JM1

Line Manager: Director of Finance and Operations

Other Stakeholders:

- Headteacher/Head of School
- Governors/Trust Board
- CLT Finance Managers
- CLT Business Unit
- School Staff
- School Site Team
- CLT payroll provider
- Trade Unions
- School ICT Team
- External and Internal Audit Teams

Responsible for: N/A

CONTEXT

It is expected that all staff agree with, abide by and promote the aims and objectives of the School within which they work and the Clevedon Learning Trust (CLT).

The Trust's vision statement is: Children, Choice, Collaboration
Clevedon School's vision statement is Be Kind, Be Brilliant

Staff are expected to interact on a professional level with all stakeholders and to abide with the CLT's Code of Conduct.

ROLE OVERVIEW

- To manage the strategy and operation of the financial management of assigned school(s) and assist in elements of human resources, compliance and administration.
- To advise on and implement the day-to-day support that enables the school(s) to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.
- To assist in the preparation and management of Trust financial procedures and reporting requirements

MAIN DUTIES

School based tasks

- Under the direction of the Headteacher/Head of School, manage all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals. Ensure there is a focus on long-term resource planning.
- Report regularly to the leadership team and assist in reporting to Governors where appropriate.
- Implement school-wide changes and allocate resources in line with the School Improvement Plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the school and the Trust, and encourage others to do the same.
- Manage the school's use of software programmes that operate across the Trust so that the school is operating efficiently and all required actions and information are accessible to CLT Central Team.
- Monitor advances in technology and software packages and consider how they could be used to enhance the school's and Trust financial management processes.
- Attend and report into Finance meetings with Headteacher/Head of School, Trust Finance Managers and the DFO/CEO.

Financial management and fundraising

- In partnership with the Headteacher/Head of School, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Submit the budget to the Local Governing Body
- Monitor the budget all year round, advising the Head of School/Headteacher where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions.
- Assist in procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Assist in the management of the school's lettings offer
- HCSS updating – staff payments, TLR, contact changes, end dates in liaison with the PA to Headteacher/Head of School
- Manage/Oversee ParentPay processing – school account, adding cost centres and monitoring usage
- Liaising with Trips and Visits Coordinator – costing of trips and monitoring any payment schemes, links with ParentPay
- Reconciliation of income, ensuring banking complete for cash taking events.

Human resources

- Review the school's payroll reports from the payroll provider for accuracy
- Elements of Human Resources administration within Clevedon School

Health and safety

- Attend Health & Safety Committee meetings to contribute with costings and contract details.

Compliance

- Track all school policies in liaison with the Headteacher/Head of School PA and Clerk to Governors and ensure they are updated in accordance with the policy review schedule.
- Assist in updating the financial aspects of the school Risk register.

Administration

- Keep financial records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Provide financial administrative information and documentation for the Headteacher and LGB when necessary

Trust based work

- Assist in the financial management of all schools within the Trust
- Assist in the preparation of the Trust and school's monthly management accounts
- Prepare and process monthly salary journals to be processed onto the accounting system
- Prepare and process income journals for ESFA and LA remittances
- Prepare and reconcile schedules for prepayments and accruals for the Trust
- Maintain a register of Trust contracts and leases and liaise with appropriate personnel to ensure value for money and probity.
- Carry out reasonable work requested by the Director of Finance and Operations

DATA PROTECTION AND SAFEGUARDING

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

GENERAL

- The post-holder will be expected to undertake any appropriate training provided by the CLT to assist them in carrying out any of the above duties
- The post holder will have access to highly confidential and sensitive information in the course of their duties and must maintain the confidentiality and security of such information at all times
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. [https://www.gov.uk/government/collections/dbs-filtering-guidance`](https://www.gov.uk/government/collections/dbs-filtering-guidance)

NOTES

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The CLT will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION – FINANCE OFFICER

AREA	ESSENTIAL	DESIRABLE
Education		<p>A school business management qualification</p> <p>A degree - ideally in accountancy, business management or a related discipline.</p>
Experience & Knowledge	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Experience of change management</p> <p>Contributing to staff development</p> <p>Experience of data protection practices</p> <p>Expert knowledge of financial management and budgeting software</p>	<p>Line management experience</p>
Skills and Abilities	<p>Excellent attention to detail</p> <p>Previous use of SIMS</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Excellent planning and organisation skills</p> <p>Numeracy skills</p> <p>ICT skills and the ability to use standard Microsoft office software</p> <p>Ability to convey advice and information clearly and concisely</p> <p>Ability to establish and maintain effective working relationships with key contacts.</p> <p>Ability to organise and motivate staff</p> <p>Ability to work effectively as part of a team</p> <p>Ability to work under pressure with minimum supervisions</p> <p>Ability to prioritise and multi-task</p>	<p>Previous use of HCSS or other budgeting softwares</p>
Behaviours	<p>Commitment to promoting the ethos and values of the school/Trust and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</p> <p>Professional and approachable.</p> <p>Confident at problem solving</p>	

	<p>Confident at following through on tasks and resolving enquiries</p> <p>Positive attitude to change</p> <p>Working collaboratively and developing relationships with internal key contacts</p> <p>High degree of attention to detail</p>	
Other	<p>Able to display an awareness, understanding and commitment to the protection and safeguarding of children</p> <p>Commitment to equality & diversity and awareness of how this can be followed through as a Finance Officer</p> <p>Commitment to maintaining confidentiality at all times.</p>	