



St Mary's CE Primary School

JOB DESCRIPTION

MEMBER OF THE ADMIN TEAM WITH RESPONSIBILITY AS FINANCE OFFICER

Reviewed: November 2018

Line of responsibility

The Finance Officer will be directly responsible to the School Business Manager.

Job purpose

The Finance Officer is responsible for:

- Assisting the business manager with all aspects of the development and effective operation of the finance function within the school.
- Assisting the business manager with operating and monitoring all school accounts.
- Ensuring the safe receipt and handling of cash and the reconciliation of transactions against the bank accounts.
- Creating monthly financial reports for local authority monitoring purposes.
- Completing administrative routines relating to orders, invoices, cheques, BACS, income and the receipt and distribution of goods and services.
- Oversight and management of the school asset register.
- Booking, raising invoices and arranging cover for staff training/courses and completing the CPD log and staff evaluations.
- Undertaking general office, reception and administrative duties as required for emergency cover purposes.
- Daily write up of school diary, including staff absences, on staff notice board.
- Carry out first aid for children and staff as required.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

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).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he 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.
- All members of staff are required to participate in the school's appraisal scheme.

Job specification

Operational

- S/he shall work constructively with, and contribute to the work of, the admin team.
- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.
- S/he shall provide efficient finance and administration assistance to her line manager.
- S/he shall be responsible for the placement of orders ensuring they are processed through the school's computerised finance accounting package.
- S/he shall, in conjunction with nominated staff members, scrutinise and attend to the payment of all invoices and statements of account.
- S/he shall be responsible for the issue of school invoices and following up their prompt payment.
- S/he shall assist in maintaining and updating information held on school databases, in particular those relating to finance including recording expenditure and income.
- S/he shall assist in transferring data safely when database systems are introduced and/or changed.
- S/he shall assist in the preparation of statistics and management information with regard to finance as required by her line manager, the headteacher, governors, auditors, local authority and the DFE, including end of year accounts and the Schools' Financial Value Standard.
- S/he shall assist in the collection, entry and extraction of data required to complete statutory returns.
- S/he shall process orders, receive delivered goods and process invoices.
- S/he shall process payments following required authorisation and ensure cheques / BACS are signed by relevant signatories.

- S/he shall issue petty cash payments ensuring required receipts and signatories are obtained for all purchases.
- S/he shall ensure the safe receipt, handling and banking of monies and cheques received as well as reconciling these to bank statements.
- S/he shall provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- S/he shall liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by her line manager.
- S/he shall contribute to the evaluation and development of financial systems and procedures.
- S/he shall report technical faults relating to the school database system/s and equipment to the ICT Technician/s in accordance with school reporting procedures.
- S/he shall, with the Site Manager (and possibly IT Manager) ensure the school's asset register is kept regularly up to date and will provide information for governors as requested.

Administrative

- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- S/he shall process, input and extract data held on the school's database systems.
- S/he shall maintain both manual and computerised record and filing systems in line with audit requirements such as the authorised signatories list, invoices, petty cash vouchers, cheque books.
- S/he shall deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors and the bank.
- S/he shall answer incoming and internal phone calls, dealing with requests and enquiries and taking messages as required.
- S/he shall provide cover for administration of educational visits in the absence of the EVC.

General

- S/he shall attend school events as required.
- S/he shall assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- S/he shall attend relevant meetings and training sessions.
- S/he shall keep abreast of developments and changes in fields relevant to role and communicate to staff as required.



- S/he will maintain confidentiality with regards to all school business and matters.

Equal Opportunities

This job description is applicable to the role, applies to all, and does not unlawfully discriminate because of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

Signed

Post holder:

Date:

Headteacher:

Date: