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|  | Job Description:Finance Officer **Scale: S02 – P01**  **Updated January 2019** |
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| **Post holder reports to:** Senior Leader Finance   Purpose of Job: To support the Senior Leader Finance in planning and managing the school’s financial resources effectively, in accordance with the policies and procedures and ensure financial probity.  **Hours of work:** 36 hours per week, 52 weeks per year |

* Support best practice and development of departmental financial processes and financial management

**Procurement, Orders and Processing**

* Manage the purchasing processes and liaise with the Senior Leader Finance to ensure that the school receives value for money.
* Ensure invoices are authorised and processed in line with the school’s financial procedures
* Oversee the preparation of invoices the recording, monitoring and timely collection of lettings income
* Prepare BACS payments for approval
* Support value for money through sound procurement practices when processing all orders
* Maintain the register of contracts
* Direct and support all cost centre managers in their procurement needs
* Review and maintain the outstanding commitments

**Financial Planning and Monitoring**

* Assist the Senior Leader Finance in the development of the annual budget, forward forecast and planning analysis
* Support budget holders with budget bids and costing activities and in the development of budget profiles
* Regularly review budgets to identify any variances, investigate as necessary
* Oversee key central budgets, including hospitality and catering ensuring that expenditure is approved according to budget and recharged.
* Oversee the month end process and ensure tasks are completed in line with the month end schedule
* Work with the Senior Leader Finance to prepare information for management accounts
* Maintain the cash flow forecast
* Maintain the income and grant records

**Reconciliations and Accounts**

* To be responsible for the production and maintenance of accurate and complete records of all income and expenditure within the school budget and School Fund in accordance with financial procedures.
* To be responsible for the monthly reconciliation of the actual income and expenditure data via the school’s PSF systems including reconciliation of bank statements
* Support the Senior Leader Finance to prepare necessary documentation for internal and external audit process
* Maintain appropriate records including filing systems to ensure suitability for auditing purposes
* Assist with the reconciliation of balance sheet accounts on a regular basis i.e fixed assets, creditors and debtors
* Ensure compliance with the school’s financial administration and accounting procedures in accordance with the financial scheme of delegation
* Manage payment processes, income receipt, banking and debt recovery processes
* Managing the data input to the accounting system
* Oversee operate of the petty cash system
* Collate and monitor school resources inventory

**Events and Visits**

* Work with visit leaders to manage the costing of visits and events
* Oversee the booking and collection of income via the Parent Pay system
* Liaising with the catering staff for all aspects of internal catering requests for events/meetings

**Additional duties**

* To support the Senior Leader Finance in delivering the school business operations as required
* To work within the framework of the school ethos, adhering to the Code of Conduct at all times.
* To maintain high standards of professional behaviour and presentation.
* To comply with individual responsibilities in accordance with the role for health and safety in the work place
* Any other duties commensurate with the grade which may be required from time to time.
* All staff are expected to take part in staff development.

This job description will be reviewed annually.

# EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

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| **I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.** | |
| **Name:** | **Signature:** |
| **Date:** |  |