



Finance Officer Job Description

Line of Responsibility

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

Management Responsibility

The Finance Officer will have line management responsibility for the Finance Apprentice

Job Purpose

The Finance Officer is responsible for:

- Managing the Finance Apprentice on a day to day basis
- Assisting the Finance Manager with all aspects of the development and effective operation of the finance function of the school
- Assisting the Finance Manager with operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of cash and the reconciliation of transactions
- Assisting the Chief Finance Officer with all aspects of payroll and pension administration including monthly and annual returns
- Assisting the Chief Finance Officer with duties relating to clerking of the Governing Board
- Co-ordinating and completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services

Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Chief Finance Officer, Principal or Finance Manager.

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).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder 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 staff participate in the school's performance management scheme.

Job Specification

Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors
- To manage the Finance Apprentice
- To provide efficient finance support to Central Services Team
- To maintain and update information held on school databases in particular those relating to finance including recording expenditure and income, payroll information, accessing and producing reports for budget holders
- Providing guidance and support to staff to successfully implement processes to ensure the schools purchasing policies are adhered to
- To contribute to the evaluation and development of financial systems and procedures
- To assist in the preparation of statistics and management information with regard to finance as required by Central Services Team
- To assist in the collection, entry and extraction of data required to complete statutory returns
- To process orders ensuring sufficient funds are available beforehand and orders are appropriately approved
- To process payments having obtained correct authorisation
- To ensure the safe receipt, handling and banking of monies and cheques received
- To process payments, following required authorisation having been gained and ensuring cheques are signed by relevant signatories
- To complete bank account reconciliations as required and reporting variations
- To assist with the preparation of cash flow calculations and projections as required, reporting any issues
- To ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required
- To issue school invoices following up their prompt payment
- To provide assistance to staff with regard to finance issues e.g. placing and following up orders, advising on best value, giving details of alternative suppliers
- To liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by Finance Manager
- To establish a list of approved contractors and suppliers to ensure best value

- To review and update of the school's financial management manual where necessary
- To maintain both manual and computerised record and filing systems in line with audit requirements such as authorised signatories list, invoices, petty cash vouchers, cheque books
- To deal with correspondence promptly and as required including distribution of invoices received, payment queries, communication received from suppliers, contractors and the bank
- To co-ordinate records required of the annual audit
- To report technical faults relating to the school database system/s and equipment to the ICT Technician/s following school reporting procedures

General

- To attend school events as required
- To assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation
- To attend relevant meetings and training sessions
- To keep abreast of developments and changes in fields relevant to role and communicate to staff as required
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Chief Finance Officer, Principals and Governors shall from time to time reasonably require