



Henwick Primary School

Executive Headteacher: Mrs L Lazell

Head of School: Ms C Lotriet

Henwick Road, Eltham, SE9 6NZ

Tel: 020 8856 8627



Finance Officer - Job Description
35 hours per week, 42 weeks per year
Salary Scale: SO1 (£33,351 - £34,341)

MAIN PURPOSE OF THE POST

The post holder will be responsible to the Executive Headteacher, Head of School and/or Partnership School Business Manager for the provision of administration and financial support to the school. The post holder will also have responsibility for the maintenance and monitoring of accurate records and the reception of visitors to the school.

- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

General Administration

1. Undertake general secretarial/receptionist duties – acting as first point of contact with the School, responding to enquiries and passing appropriate messages/information to staff.
2. Receive all parents, visitors and deliveries, inform appropriate staff and ensure visitors sign into the School and follow the safeguarding procedures of the school.
3. To operate the switchboard, deal with routine enquiries, take messages, ensure messages are promptly referred to appropriate staff.
4. Support the administration of departments and the Senior Leadership Team with good, general word-processing skills and general secretarial help. Aid in opening and distribution of incoming mail and despatch outgoing communications.
5. Liaise with the Executive Headteacher and Head of School, to ensure all school formal and informal communication/ documentation for public distribution are prepared to set deadlines.
6. To have access and an understanding of the SIMS attendance/ dinner money module and administer as and when required.
7. Support the school with day-to-day administration.

Financial Management

1. Ensure the proper collection, recording and banking of any money received by the School, including daily accounting and reconciliation of any monies received by the school particularly in relation to school journey, school education visits and extended days' activities.
2. Ensuring adequate accounting and other financial systems are in place and operated, either by direct provision, or by Service Level Agreements. Ensuring Service Level agreements are competitive and good value. Monitor the value for money of contracts and organise procurement as and when necessary.



3. Ensuring School Financial Value Standard is completed and all requirements are in place. This includes:
 - The Self-Assessment Dashboard helps to provide school business professionals with assurance that they are meeting the basic standards necessary to achieve a good level of financial health and resource management.
 - Benchmark your income and expenditure against another school.
4. To be accountable for the financial management of the school accounts including school journey, breakfast club and after-school clubs. Upload information on pupils and monitor the finances on the SIMS pay360 module.
5. Monitoring arrears of after school clubs, school journey and educational visits and sending out reminders. Chasing bad debtors following the financial policies.
6. School fund reconciliation and monitoring.
7. Prepare all financial returns for Payroll Reconciliation and Banking Reconciliation and submit required evidence within statutory deadlines for both RBG and DfE.
8. Prepare all invoices and orders ensure all financial procedures have been followed on FMS.
9. Reconciliation of Business Card transactions monthly including Amazon reconciliation and purchase orders/ invoices expenditure.
10. Evaluate information and consult with the SLT to prepare and present a realistic and balanced Annual Budget for school activity. Ensuring that the budget is administered and monitored in accordance with the needs of the school and School Development Plan.
11. Monitor and keep accurate records of the monies related to school activities.
12. To be accountable for cash in the school ensuring that the day to day financial procedures for security, distribution, collection and banking are maintained safely and efficiently.
13. To ensure value for money is achieved in the purchasing of resources and to be aware of the best value principles of comparison and competition in the schools "Scheme of Delegation and Financial procedures Manual".
14. To ensure all invoices to orders and delivery notes are processed according to the FMS procedures.
15. Assist with petty cash or staff bacs payments for reconciliation and monitoring.
16. Keeping abreast of all new financial strategies, payroll regulations and funding streams.
17. Review applications for hiring the premises who will identify their requirements.
18. All letting fees will be paid into the school bank account.
19. Income and expenditure associated with lettings will be regularly monitored.
20. Bank authorisation signature.
21. Banking collection and deposits as required.

Other Responsibilities

1. Establishing and maintaining good working relationships with all stakeholders.
2. Promote a positive image of the school.
3. Undertaking any other relevant duties within the competence of the postholder at the request of the Executive Headteacher and/or Head of School.
4. Liaising the Management Information Systems and ICT technicians as necessary, ensuring that all networks and internet systems are running smoothly.
5. Liaise with the Premises Manager with cleaning contracts, leasing arrangements and the asset register.
6. Liaise with the Premises Manager and ICT provider to monitor the Asset Management software in the school to track, manage and audits your assets, IT and inventory centrally.
7. Maintain confidentiality at all times.

Person Specification: Finance Officer

	Essential	Desirable
Education, Qualifications and Experience		
Able to demonstrate good Maths and English skills minimum GCSE A* to C.	✓	
Other vocational qualifications A levels, equivalent or above.	✓	
Certificate in School Business Management or ability to work towards. Willingness to complete.		✓
A commitment to continued professional development.	✓	
Experience of working in school administration.	✓	
Knowledge, Skills and Experience – Administration		
Able to deliver services and systems applicable for effective school management.	✓	
An awareness of legislation impacting on the school (e.g. Safeguarding, Health and Safety, Equal Opportunities, Data Protection) and the ability to identify issues that may arise		✓
Experience of managing change projects.		✓
Able to effectively use a range of ICT packages including Microsoft Word and Excel.	✓	
Experience of using SIMS (for pupil and staff administration) FSM, Parentmail, SIMs pay, InVentry.		✓
Knowledge, Skills and Experience – Finance & Human Resources		
Ability to comply with financial regulations and keep abreast of legislation.	✓	
Experience of procurement and financial processes.		✓
The ability to work to tight deadlines.	✓	
Highly numerate and accurate.	✓	
Knowledge of Financial Standards (FMSIS/ SVFS)		✓
Experience of Sims FMS.	✓	
Experience of maintaining confidential staff records, single central record and safer recruitment procedures.		✓
Personal Qualities		
High level of personal integrity.	✓	
A strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working.	✓	
Strategic and creative thinker with an ability to analyse problems and implement solutions.	✓	
Excellent interpersonal and communication skills; able to communicate effectively at all levels both verbally and in writing.	✓	
Ability to promote positive relationships with the wider school community.	✓	
Good time management skills, well organised and able to prioritise, work under pressure and meet deadlines.	✓	
Able to handle emergency situations and make sound decisions, keeping calm under pressure.	✓	
Hardworking and Committed.	✓	

Open to feedback with a willingness to constructively challenge the work of self and others to continually improve own.	✓	
Emotional resilience and an ability to deal firmly but sensitively with difficult situations.	✓	
A high level of motivation, positivity with a willingness to be involved at all levels.	✓	
A good sense of humour and team spirit, a “can do” attitude and a willingness to “go the extra mile”.	✓	
Understanding, commitment and enthusiasm for education.		✓