



# Wanstead Church School



## Job Description

<b>Job Title:</b>	Finance Officer
<b>Salary:</b>	LBR 6 Point 18-20 (£27,228 - £28,215)
<b>Hours:</b>	21 hours
<b>Contract:</b>	Permanent
<b>Reporting to:</b>	Office Manager
<b>Responsible for:</b>	
<b>Main Purpose</b>	
The Finance Officer is responsible for managing the school's finances and other administrative work to ensure the provision of an efficient and effective service to the school.	
<b>Duties and Responsibilities</b>	
<b>Finance</b>	
<ul style="list-style-type: none"> <li>Be fully responsible for managing the manual and computerised financial records, including producing VAT returns, reconciliation of salaries, providing reports for the Headteacher and Governing Body, keeping comprehensive records of all transactions, bank account reconciliations and petty cash expenditure.</li> </ul>	
<ul style="list-style-type: none"> <li>Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc.</li> </ul>	
<ul style="list-style-type: none"> <li>Be responsible for the administration of the capitation account, including collection of monies from pupils, overseeing banking of all monies, keeping detailed accounts, reporting to budget holders and carrying out monthly bank reconciliations and reporting to the Headteacher and Governors.</li> </ul>	
<ul style="list-style-type: none"> <li>Assist the Headteacher in the preparation and monitoring of the budget, and advise on any important budgetary considerations.</li> </ul>	
<ul style="list-style-type: none"> <li>Produce and evaluate financial reports as required.</li> </ul>	
<ul style="list-style-type: none"> <li>Attend relevant management/Governor committee meetings to offer advice as required.</li> </ul>	
<ul style="list-style-type: none"> <li>Deal with budget queries, advising on solutions where appropriate.</li> </ul>	
<ul style="list-style-type: none"> <li>Undertake monthly reconciliation of finances.</li> </ul>	
<ul style="list-style-type: none"> <li>Complete and submit financial returns.</li> </ul>	
<ul style="list-style-type: none"> <li>Provide assistance to external auditors with the preparation of end of year accounts.</li> </ul>	
<ul style="list-style-type: none"> <li>Be responsible for the security of unused cheques and other controlled stationery.</li> </ul>	
<ul style="list-style-type: none"> <li>Help to ensure the school is following 'Best Value' procedures.</li> </ul>	
<ul style="list-style-type: none"> <li>Take a lead role with procurement and securing sponsorship/funding.</li> </ul>	
<ul style="list-style-type: none"> <li>Supervise the preparation of school monies and make appropriate arrangements for banking.</li> </ul>	
<ul style="list-style-type: none"> <li>Be responsible for issuing of invoices and collection of monies due to the school.</li> </ul>	
<ul style="list-style-type: none"> <li>Manage stock and ensure preparation of orders, check full receipt, ensure payment of goods and services.</li> </ul>	
<ul style="list-style-type: none"> <li>Undertake administrative tasks relating to licences held by the school.</li> </ul>	
<ul style="list-style-type: none"> <li>Be responsible for filing, security and retrieval of financial data, including weekly and termly backup of computerised records.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure all financial administration is carried out in accordance with appropriate EFA and school financial regulations and policies.</li> </ul>	
<ul style="list-style-type: none"> <li>Be responsible for maintaining the school inventory.</li> </ul>	
<ul style="list-style-type: none"> <li>Continually evaluate all finance systems to ensure they are effective and efficient.</li> </ul>	
<ul style="list-style-type: none"> <li>Administer monthly payroll and manage overtime claims where relevant.</li> </ul>	



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<ul style="list-style-type: none"><li>• Manage agency staff timesheets and ensure payments are made.</li><li>• Manage bids for funding through LCVAP and Devolved Formula Capital.</li><li>• Liaise with SMADs as required in order to secure best value contractors for relevant works.</li><li>• Manage the administration and processing for Free School Meals.</li><li>• Liaise with the school meal provider to manage any associated payment arrears.</li><li>• Lead in the day-to-day management of the music service contract, including invoicing and collection of fees.</li><li>• Assist with marketing and promoting the school.</li><li>• Manage service contracts.</li><li>• Be a signatory on the school's accounts.</li></ul>
<b>Premises</b>
<ul style="list-style-type: none"><li>• Assist with the organisation of premises repairs under the direction of the Headteacher and in liaison with the Site Officer.</li><li>• Be responsible for the school's premises monitoring and site inspections in collaboration with the Site Officer.</li><li>• Contact surveyors/contractors to obtain quotations and negotiate best value for the school for various maintenance and/or building works and repairs needed to maintain the fabric of the building and grounds.</li><li>• Verify contractors' registration to comply with Construction Industry Tax regulations and to ensure production of CIS vouchers to the local authority/ Inland Revenue and Tax withholding where necessary. Ensure payment of contractors' invoices for works completed.</li><li>• Manage the organisation of lettings and associated income.</li><li>• Inform necessary agencies in the event of a break-in or act of vandalism at the school premises and deal with all paperwork relating to insurance claims, including staff sickness absence.</li></ul>
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Be committed to the safeguarding and promotion of the welfare of children and young people.</li><li>• Provide first aid for children and adults as required.</li><li>• Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.</li><li>• Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.</li><li>• Contribute to the overall ethos/work/aims of the school.</li><li>• Establish constructive relationships and communication with all staff and other agencies/professional.</li><li>• Recognise own strengths and areas of expertise and use these to advise and support others.</li><li>• Participate in training and other learning activities and performance development as required.</li><li>• Provide a professional and welcoming reception for all visitors and parents and ensure all visitor checks and health and safety processes are completed in order to monitor entry in and out of the building.</li></ul>



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| <ul style="list-style-type: none"><li>• Attend and participate in relevant meetings, training and other learning activities as required.</li></ul>   |
| <ul style="list-style-type: none"><li>• The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such duties as may be required by the Headteacher that are broadly within the grading of the post and the competence of the post holder.</li></ul> |