

Headteacher : Miss Kate Jennings

**Job Description**

**Job Title: Finance Officer**

**Scale: Scale 6**

**Responsible to: School Business Manager / Head Teacher**

**Job Purpose**

* To be responsible to the School Business Manager and Headteacher for the effective and efficient day to day management of finances in the school, ensuring accurate record keeping as laid out in the school financial regulations.
* To ensure up to date personnel information can be used for data analysis and budget allocations.
* To support in the school office when required, displaying a high level of professionalism.

**Key External Contacts**

* Parents / Carers
* Education Agencies
* Local Authorities
* Suppliers and Contractors

**Key Internal Contacts**

* Pupils
* Staff
* School Leadership Team
* School Governing Body
* The school community

**Major Tasks**, **Duties and Responsibilities**

1. **Organisation**

**Financial Management**

* To maintain administration of financial control within the school, adhering fully to the procurement regulations, using the school computerised financial systems with particular regard to FMS and to assist users when required.
* Assist in the regular monitoring of school expenditure, to produce documentation to evidence to comply with procurement regulations ensuring value for money.
* To ensure information regarding the school budget and budget allocations is accurate and up to date. Assist in the preparation of school budgets, accounts, and the provision of monitoring reports. Assist in the preparation of audits.
* Responsible for the ordering, processing, delivery and payment of goods and services provided to the school and challenging incorrect or late deliveries.
* Preparation of invoices and payment, investigating any anomalies and chasing payments, using a variety of methods ie online banking, BACs and debit cards.
* Process monthly VAT reports.
* To provide records for auditors when required and to keep all documentation compliant, clear, up-to-date and available at all times.
* Assist with reconciliation of monthly accounts and producing monitoring reports.
* To record the financial monitoring of extra-curricular activities eg school visits, after school clubs, lunchtime and breakfast clubs that require payment.
* Responsible for maintain the Asset Register, ensuring accurate and up to date at all times and the security marking of goods.
* Assist with the provision of information for monitoring, forecasting and controlling expenditure.
* Deal with reception / visitor etc. matters when supporting the school office.
* Contribute to the planning and organisation of support service systems / procedures / policies.
* Assist (when applicable) in the organisation of school trips / events etc in co-operation with other staff.
  + Share knowledge and training with staff as appropriate.
  + Responsible for all aspects of Parent Pay, including setting up new accounts for parents and products.
  + Produce monthly reports detailing outstanding debts and ensuring debts are recovered in line with the Debt Recovery Policy.

***2 Administration***

* Undertake typing and word-processing and IT based tasks.
* Provide personal, administrative and organisational support to other staff.
* Provide evidence for reporting of Schools Financial Value Standards.
* Undertake administration of procedures.
* Book training courses for staff as directed by the Headteacher.
* In the absence of the School Business Manager input personnel records using the school computerised recording databases.
* In the absence of the School Business Manager assist with the administration of the recruitment process and other staff changes to include medical clearance and criminal record checks as required.
* In the absence of the School Business Manager input information and prepare statistical forms, returns e.g. census, staff absence, DfES and other agencies.
* Assist with the production of data / information to produce reports as required.
* Share knowledge with other school staff as appropriate.
* To provide cover within the Administration Team as required, and undertake administration tasks as required.
* Cover reception and first aid when required providing a service to all staff and stakeholders in line with the school ethos.
* Deal with enquiries by telephone, in person and in writing.
* Responsible for the school Finance@MissionGrove email address, ensuring emails are dealt with accordingly on a regular basis.
* Undertake photocopying and filing as required.
* Responsible for ensuring school equipment is in working order, calling the required suppliers as directed.
* To cover any other tasks commensurate with the grade and role.

***3 Resources***

* Operate relevant equipment and ICT packages.
* Order, monitor and manage stock within an agreed budget using established school systems.
* Provide advice and guidance to staff, pupils and others.
* Assist with procurement and sponsorship.
* Assist in promoting and marketing the school to different audiences and raise the profile within the local community.
* Assist with the school’s registration with Data Protection Agency and quarterly film return to Centre for Education and Finance Management;

***4 Responsibilities***

* Comply with all policies and procedures including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos / work / aims of our school.
* Establish constructive relationships and communicate with other agencies / professionals.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise sharing with others for the benefit of the school.

**5 Public relations**

* Assist in promoting the school to different audiences and raise the profile within the local community.

**6 Equality of Opportunity**

* As a member of school staff to take individual and collective professional responsibility for enforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
* Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors.

**Other requirements:**

* To have an up-to-date Enhanced DBS Disclosure.
* 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.

**Confidentiality and Data Protection**

* To treat all information acquired through employment, both formally and informally, in strict confidence.
* To be aware of the school’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
* Be aware of all documents produced during the time at the school remain the commercial documents of the school.
* To uphold and comply with the provision of the Health and Safety at Work Act 1974 and any other relevant Council Policies relating to Health and Safety at work.

Signed : ………………………………………………………………………………………………………………………………………

Print Name : ………………………………………………………………………………………………………………………………

Headteacher Signature : …………………………………………………………………………………………………………….

Kate Jennings

Date : ……………………………………………………………………………………………………………………………………….

**PERSON SPECIFICATION**

**Finance Officer**

**Qualifications & Training**

GCSE A-C or NVQ Level 2 minimum English and Maths or equivalent.

Finance qualification

Good written and verbal communication skills.

Good IT competency in Microsoft office packages.

Continued professional development.

**Knowledge & Experience**

Experience of using computerised information system in an administrative environment.

Experience of using Microsoft Office packages.

Experience of using SIMS or comparable database.

Experience of Financial packages and budget management.

Experience of Project Management .

Understanding of data using a variety of packages to present information.

Office experience preferably in a school environment.

Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines.

**Competencies & Personal Skills**

Good interpersonal skills.

Ability to communicate politely and efficiently with a range of service users.

Ability to act with discretion and maintaining confidentiality.

Ability to work successfully as a team member establishing effective working relationships and flexible working practices within the school.

Ability to work under pressure in a constantly changing and demanding environment.

Ability to maintain accurate records and filing systems.

Proven literacy, numeracy and communication skills including being able to respond to staff, parents / carers, governors, pupils, outside agencies and the local authority.

Accurate keyboard skills – word processing and typing.

Accurate and attends to detail.

Good organisational and time management skills to meet demands and deadlines of the role.

Ability to work flexibly.

Ability to relate to adults and children of all ethnic and cultural groups.

Commitment to educational inclusion, equal opportunities and to safeguarding.

**Disqualifying Factors**

Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the school’s Equal Opportunity Policy.