**London Borough of Havering**

**Job Profile**

**Children, Adults & Housing Directorate**

**Job title:** Finance Officer with Office Management responsibilities

**Grade**: Grade 6

**Reports to**: Head Teacher

**Staff managed:** Up to 5 Admin staff/Site Manager/Cleaning team

#  Purpose and Context

A Finance Officer with Office Management Responsibilities is a member of the school support staff, one of a team responsible for

* Accounting and financial management
* Administrative systems, procedures and services
* Personnel and payroll administration
* Premises and facilities management
* Curriculum, administrative and financial ICT systems
* Health, safety and security
* Cleaning and grounds maintenance
* Support to the governing body and its committees and sub committees

The Finance Offer will be responsible for the management, supervision and provision of the day-to-day finance, personnel and payroll services and school administration, which includes the school office and the interface with the school stakeholders and the public. They provide efficient management of school finances, personnel and other administrative functions determined by the Head Teacher. They will also support the work of the Head Teacher and the Senior Management Team.

**Main Reponsibilities**

In addition, in the role of Finance Officer they will be responsible for:

* The management and supervision of other admin/finance staff and caretaking and cleaning team.
* The administrative infrastructure.
* The management of information and information systems – which may include administrative, financial, HR, personnel and payroll.
* Administrative systems, procedures such as maintaining the DBS records and the single central register as well as the school’s Finance policy.
* The delivery of timely administrative services and functions to: the Head Teacher, the governing body, the staff of the school, parents and carers, the public, the local education authority, the DfE and other agencies, where necessary.
* The quality of office customer service.

In addition, all office staff are expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve enquiries and address any complaints in a sensitive manner, in line with the school’s Complaints Policy.

# Roles and responsibilities

1. To manage, coordinate and develop administration and organisation services that meet the needs of the school and its staff. Such services may be in the functional areas of

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| --- |
| Personnel |
| Payroll |
| Finance |
| Premises Management |
| Health and Safety |
| Curriculum Support |
| Administrative and secretarial support to school management |

1. To operate the computerised personnel, payroll and financial information systems of the school for financial monitoring, data processing, making and authorising payments, allocating cost codes, viring money, and maintaining the accuracy of the payroll.
2. To gather and record financial data, monitor and submit records and claims, make, submit and reconcile claims and complete returns required for various purposes. To use the appropriate spreadsheet, software to retrieve and enter the data, create and update files and produce and output spreadsheets for Governors.
3. To receive, record, and process incoming payments using the relevant financial systems of the council and the school.
4. To collect debts and payments due by monitoring records, making requests, following up and taking action on responses and identifying, investigating and resolving arrears.
5. To process documents relating to goods and services ordered and received, to make and record payments and prepare and authorise payments, where applicable.
6. To assist the relevant manager and Governors in the development, setting, monitoring and reporting on the school budget and with the Head Teacher in the day-to-day management of the budget.
7. To use spreadsheet software in sophisticated applicationsto support the budgeting and accounting needs of the school and the council.
8. To monitor and assist with the inventory and the school’s procurement systems and procedures.
9. To assist with the school’s banking arrangements, including cash flow, bank reconciliation, year-end reconciliation and so forth.
10. To respond to enquiries and requests for information and resolve problems and complaints.
11. To be able to design and create complex documentsusing word processing equipment, where required.
12. To find, locate, select, analyse and prepare financial data to support school accountability and decision making.
13. To help*,* support and superviseother members of the school staff in the use*,* organisation and maintenance of the school financial systems and procedures in accordance with the financial regulations of the school, where necessary.
14. To use filing systems to enter, record and retrieve data to support financial administration, organization, school decision making and accountability.
15. To design, create, produce and print out presentations, learning materials, newsletters and so forth for the use of the school using a computer
16. To complete school based induction and any subsequent training, for example, modules leading to proficiency in the SIMS financial package, required to improve performance.
17. To manage performance management of admin and caretaking/cleaning staff
18. To support and provide day-to-supervision of other admin and caretaking/cleaning staff who report to the post holder to enable them to do their jobs efficiently and effectively.
19. In the absence of the School Keeper or Site Manager, seek alternate and manage/supervise site staff and premises related activities and issues.
20. To make sure the school delivers an effective and efficient customer service through communication, the provision of information and services and dealing with and resolving enquiries, problems and complaints. This includes the management of the public face/interface of the school.
21. To make sure the school maintains and develops accurate and up-to-date databases and information systems to retrieve, enter, extract and output relevant information.
22. To manage the organisation and arrangement of events – which **may** include (but not exclusively) training courses, meetings of the governors, school assemblies, festivals and concerts – including the arrangement of venues, the organisation and provision of resources, arranging attendance and coordinating the contributions of other school staff.
23. To find, locate, select, analyse and prepare information to support school accountability and decision making.
24. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
25. To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.
26. To take part in the school performance management system.

**Notes:**

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Schools are subject to the financial regulations of the council. The post holder is expected to become conversant with these regulations and adhere to them in the day to day operation of the job.
3. This is a new job profile for a new post. It will be subject to review with the post holder after one year and may then be reviewed from time to time.

**London Borough of Havering Education Department**

Person specification

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| --- | --- | --- | --- |
| Skills and abilities | **Essential** | **Desirable** | **Assessed by** |
| Ability to organise one’s own work, to prioritise tasks and keep to deadlines | **🗸** |  | Application & interview |
| Ability to work independently and manage and supervise the work of the team | **🗸** |  | Application & interview |
| Ability to be flexible and respond effectively to the ‘unexpected’ | **🗸** |  | Application & interview |
| Ability to communicate and interact effectively with adults and children and young people | **🗸** |  | Application & interview |
| Awareness of sensitive information and the need for confidentiality | **🗸** |  | Interview |
| Ability to manage and coordinate administrative services | **🗸** |  | Application & interview |
| Displays commitment to the protection and safeguarding of children and young people | **🗸** |  | Application & interview |
| **Knowledge** |  |  |  |
| An understanding of health, safety and security issues in schools | **🗸** |  | Interview |
| An understanding of school office systems, procedures and policies | **🗸** |  | Application & interview |
| A willingness to become conversant with and apply the financial regulations and the school | **🗸** |  | Application |
| Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people | **🗸** |  | Application & interview |
| **Qualifications and experience** |  |  |  |
| ICT certification to support word processing skills, database and spreadsheet skills |  | **🗸** | Application  |
| GCSE at level A – C in English and mathematics | **🗸** |  | Application  |
| NVQ Level III or equivalent qualification in administration and organisation |  | **🗸** | *Application* |
| A minimum of three years relevant experience in administration and organisation | **🗸** |  | Application & interview |
| Previous experience in computerised administrative and management information systems | **🗸** |  | *Application & interview* |
| Previous experience in computerised pay and personnel systems |  | **🗸** | *Application & interview* |
| Experience in the SIMS computerised package used in schools |  | **🗸** | *Application* |
| Willingness and motivation to develop own skills and proficiency | **🗸** |  | Application & interview |
| Willingness and motivation to develop own skills and proficiency and complete the Cert.SBM (where relevant) |  | **🗸** | Application & interview |