

**Job description:** Finance Officer

**Salary Range:** Scale 5

**Responsible to:** Business Manager

**Contract:** Permanent, term time plus 4 additional weeks including teacher training days and working at the end of the financial year. In order to maintain continuity within the school, holidays will be agreed each September for the following year and working days will be required to take place as agreed throughout holidays including the Summer holiday.

**Hours:** 37 hours per week, hours 8.00am to 4.00 pm – Monday to Friday (Friday 3.30pm finish) including a 30 minute lunch break. Attendance at evening meetings and events may be required.

**Job Purpose:** To manage the provision of whole school financial support services ensuring that these are conducted in accordance with all relevant and current guidelines.

### **Job Responsibilities and Tasks**

- Have responsibility for the accurate processing, handling, security and banking of cash, cheques and other financial resources, utilising appropriate financial information management systems.
- Provide detailed analysis and evaluation of data, producing detailed reports/information as required including Governor and budget holder reports.
- Inputting standing information to Finance system including suppliers, and debtors.
- Reconciling income, expenditure and financial housekeeping.
- Processing of purchase orders and invoices, with required authorisation, payments and coding.
- Preparing invoices for cheque run/BACS.
- Investigating and resolving supplier invoices under query, arranging returns, and ensuring that refunds or credit notes are received.
- Raising of contracts/invoices and managing administration of school lettings.
- Processing and monitoring all school income, including funding in different means, and depositing accordingly, including amongst others imprest, parent and staff payments.
- Provide support in organising School Trips, maintaining a detailed record of pupil data and non-invoiced income.
- Managing and maintenance of petty cash.
- Responding to and resolving queries from external and internal stakeholders.
- Placing orders, including those for training courses, accepting, distributing, goods receipting and returns as required.
- Assisting with maintenance of the Asset Register.
- Arranging audits of school accounts, creating a strategy to resolve any outcomes.
- Assisting with end of year preparation and procedures including processing the financial end of year.
- To be a procurement card holder for purchases and carry out all associated procedures for all cards within school.
- Maintaining records of financial reports as appropriate.
- Managing confidential information, complying with the school's data protection procedures and legal requirements at all times.
- Reconcile school fund and prepare accounts for audit.
- Complete financial returns
- Provide financial information, advice, and guidance as appropriate
- Assist with the planning, monitoring and evaluation of budget

- Ensure all finance procedures comply with current policies/LA and SFVS standards
- To be responsible for keeping up to date with current legislation and LA policies through relevant websites
- Ensure best value is obtained when purchasing/renewal of contracts
- Assist Business Manager with other financial duties

### Other Duties

- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy

The post holder may be required: to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility including supporting school administration to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

- The Governing Body reserves the right to vary the content of the Job Description, after consultation, to reflect changes to the job without changing the general character of the post or level of responsibility.

### Principle Contacts

Pupils, parents, school staff, Headteacher, Governors, Local Authority, suppliers, contractors.

The welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. Everything we do ensure the safety and wellbeing of the children and young people we work with, as well as that of children and young people in general.

We believe that for safeguarding and good practice to happen, we need staff and volunteers who are carefully selected, feel valued, encouraged and who are appropriately trained, managed and supported in their work. Fort Royal Community Primary School is committed to safer recruitment processes in order to achieve this.

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.***

