

Job Description	Finance Officer
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Salary grade	LBR5 22-25 £15,763 - £17,166
Hours	30 hours per week School time + holiday pay

Line Manager:	Headteacher and School Business Manager
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Purpose of the post

- To oversee the day to day management of the school's financial systems and processes.
- To manage the day to day income and expenditure transactions on the school accounts through FMS6, the School's accounting package and ensure accurate reconciliation with our school bank account.
- To ensure statutory documentation such as LA returns, Audit information and the Schools Financial Value Standard (SFVS) are completed in a timely manner.
- To work within the framework of the School's Financial Regulations and Best Value principals at all times.
- Under the guidance of senior staff: be responsible for undertaking administrative, financial and organisational processes within the school.

Duties and responsibilities

Procurement Management

- To be responsible for ensuring the operation of effective purchasing and procurement systems and procedures across the school.
- To be responsible for the processing of orders, invoices, petty cash, and any other relevant day to day financial operations, including dealing with queries arising from either orders or invoices.
- To ensure that the school's Best Value policy is applied to all orders placed by the school, negotiating discounts and obtaining best price available before placing orders.
- To be responsible for the monthly bank account reconciliation process.
- To be responsible for the accurate and prompt submission of monthly VAT returns to Schools Finance Department.

Income Management

- To ensure the safe custody of all cash and bank balances held by the School.
- To be responsible for banking of all school monies, including money collected in relation to staff meals.
- To ensure income is vired to appropriate cost centres.
- To be responsible for maintaining the petty cash system.

- To issue school invoices, in respect of services and music tuition, following up their prompt payment.

Budget Management and Year End

- To be responsible for the end of year closedown of the School Accounts, (including chasing outstanding invoices, cancelling orders, identifying carry forwards, liabilities and system checks etc).
- To assist the Head teacher and Business Manager in the preparation of the annual School Budget.
- To prepare half-termly budget/expenditure Cost Centre reports to individual budget holders.
- To liaise with budget holders and assist with any budget issues that arise and to follow up relevant queries.
- To prepare quarterly financial monitoring returns to the LA.
- To liaise with the LA and Schools Finance teams over school budget matters.
- To liaise with External and Internal Auditors as required.
- To follow up on Audit recommendations as directed.

System Management

- Produce and update the documentation required to fulfil the requirements of Schools Financial Value Standard (SVFS) for submittal and ratification of Governors.
- Producing and updating the school Financial Handbook in line with the financial regulations and school specific requirements.
- Develop new procedures and forms as appropriate, in consultation with the leadership team.
- To be responsible for ensuring the effective operation of the School's Financial Management Systems and associated manual filing systems.
- To maintain the historical financial archive files.
- To liaise with the bank in order to ensure effective management of all school bank accounts and funds. Update bank account signatories and other relevant documentation as required ensuring all financial regulations are adhered to.

General Finance/Personnel Management

- To be responsible for the preparation and submission of monthly payroll timesheets using iTrent.
- Investigate and resolve all payroll queries
- To reconcile the monthly payroll information using the LA's monthly Agresso reports and Excel spreadsheets.
- To be responsible for the overall management of school inventories and asset management, in line with the financial regulations. Update the Asset Register annually for submitting to Governors for ratification.

- Dealing with the necessary insurance claims in respect of theft or damage to any part of the building.
- To monitor school telephone calls, following up issues as required.

Other Duties

- Responsibility, together with the Business Manager and Admin assistant, for the effective day to day running of the school office.
- Providing a welcoming first point of contact for parents and visitors
- Ensuring a safe environment for the whole school community
- Dealing with general enquiries
- To be familiar with the School's Financial Regulations, providing advice as required.
- To attend Staff Meetings as required.
- To undertake any other duties, appropriate to the grading of the post, as directed by the School Business Manager and/or Head Teacher.