



Job description

Job title	School Finance Officer	Grade	LBR5
School	Roding Primary School		
Reports to	School Business Manager / Head Teacher		
Responsible for	Operation of the school's financial administrative processes		
Purpose of job			
To provide an effective and efficient administrative financial support service to the head teacher and Governing Body for the efficient conduct of the school's administrative affairs and to ensure the smooth running of the school.			
Main duties and responsibilities			
To raise orders and commitments for stock and services.			
To process orders, invoices, credit notes and local income.			
To check and follow-up all outstanding orders.			
To check the system for unauthorised/unprinted orders, and unauthorised invoices and ensure all cheques have been raised.			
To monitor and reconcile bank statements.			
To be responsible for receiving and checking goods on delivery.			
Process petty cash in line with the financial regulations and process petty cash reimbursements.			
To administer and process the school's insurance schemes and claims.			
Check and process salary changes.			
To ensure that records are kept and re-claims made for individually funded pupils.			
To provide the head teacher and governing body with information which will help them to monitor the budget and take financial decisions.			
To assist in making statistical returns to the LEA and DfE as required.			
To be responsible for printing VAT returns and sending to the LEA and processing VAT reimbursements.			

To inform curriculum budget holders of budget/expenditure.

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change

- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	School Finance Officer	Grade	LBR5
School			
Education and Qualifications:			
GCSE grade A-C in Maths or NVQ Level 2 Maths or equivalent qualification/experience			
Experience/Knowledge/Skills:			
<ul style="list-style-type: none">▪ A good understanding of the financial functions and duties of a locally managed school.▪ Commitment to and understanding of equal opportunities.▪ The ability to use information technology to an intermediate standard.▪ The ability to undertake a wide range of financial and administrative tasks.▪ The ability to adapt to both varying tasks and those of a routine nature.▪ The ability to absorb information readily and speedily and work under pressure.▪ The ability to respond effectively to staff, outside agencies, the Local Education Authority, suppliers and the general public at all levels, both in person and over the telephone.▪ A good understanding of the need for confidentiality and secure financial systems.▪ Proven literacy, numeracy and communication skills.▪ Able to demonstrate experience of providing effective financial support.▪ Experience of using and developing financial systems and procedures.			
Other job requirements:			
Enhanced CRB check.			

