



Job Description

Finance Officer/Manager

Salary grade: H6

Term time only + 1 week

Part time: 12 hours per week (x2 days)

Reporting to: Headteacher

Main purpose

To manage the school's finance & HR/personnel systems and management.

Key responsibilities

1. Oversee, develop and implement financial procedures and oversee all financial transactions/ activity within the school (e.g., requisitions and/ orders, invoicing, banking and cash and accounting entries).
2. Work with the Headteacher/ senior staff to prepare the annual budgets and undertake financial planning.
3. Ensure adherence to financial regulations, ensure record keeping is accurate and provide advice on these to other staff and the senior leadership team.
4. Manage the financial management system.
5. Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making.
6. Responsible for producing annual and statutory returns, including but not limited to VAT returns and liabilities
7. Manage procurement within the school, including contract management and compliance to contractual conditions.
8. Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends.
9. Actively contribute towards the day-to-day operational running of the office/ reception duties
10. Line manage the Office Administrator and with their support ensure all admin level finance tasks such as ordering and managing payments from parents/carers for clubs, trips and dinner money are completed efficiently and in line with school policy and procedures
11. Support the headteacher with HR related tasks including recruitment and onboarding of new staff and managing the schools Single Central Record and personnel information.

Individuals in this role may also undertake some or all of the following:

1. Assist with funding/ grant submissions.
2. Manage stocks of supplies and consumables.
3. Maximise funding for the school through identifying income streams.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.



Job Context

- Finance roles fall within the schools' business and administration team who support the running of the school.
- Finance roles cover some broader administrative work but have a focus on finance related tasks, ranging from routine data entry transactional tasks to more strategic planning and management roles at higher grades.
- Responsible for providing advice on external financial regulations. Shared responsibility for development of financial policies and procedures. Responsible for finance administration for school.
- Makes decisions/ recommendations that can affect whole school policies, resources or outcomes (such as budget setting). Such decisions have a significant direct impact on service provision.

Knowledge, Skills & Abilities

- Significant experience of working in a finance role.
- Knowledge of financial management regulations, procedures and practices, development and implementation of financial systems and procedures equivalent to current national qualifications level 5.
- Develops and implements financial procedures; requires skills to analyse and interpret detailed and complex financial information.
- Ability to manage and prioritise workload within a busy, school office environment
- Makes decisions on issues where there is no clear process and job holder responds independently. Manages financial support.
- Tasks requiring keyboard skills, used with precision and speed.
- Exchange of information both verbally and in writing with the senior leadership team, other staff, pupils, parents/ carers.
- Work effectively as part of team demonstrating flexibility and accountability
- Manages relationships with external suppliers and bodies such as the local authority, auditors.

Supervision

- Makes decisions on issues where there is no clear process and job holder responds independently. Manages financial support.
- Supervisory responsibility for a small team of admin staff.

Problems, Demands & Decisions

- Develops and implements financial procedures; requires skills to analyse and interpret detailed and complex financial information.
- Concentration for lengthy periods for processing and reconciliation of accounts. Pressure of deadlines.
- Makes decisions on issues where there is no clear process and job holder responds independently.
- Exposure to emotionally demanding situations is rare.



Dimensions

- The post is likely to be involved with the whole school budget but spend is likely to require authorisation from the Headteacher.
- Responsible for providing advice on external financial regulations.
- Shared responsibility for development of financial policies and procedures.
- Responsible for finance administration for the school
- Responsible for financial administration system for school, manage procurement.
- Makes decisions/ recommendations that can affect whole school policies, resources or outcomes (such as budget setting). Such decisions have a significant direct impact on service provision.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work normally carried out in an office environment.

Name: _____

Signed: _____

Date: _____

