



Ashlyns School: Role Description Support Staff

Title of Post	Finance Officer
Grade (including allowances)	H5 + fringe allowance
Reporting to	Finance Manager (the role forms part of the Finance Team who cover for each other when necessary)
Date	February 2024
Time/Hours	24 hours per week (over 4/5 days per week) - term time plus 3 weeks

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- 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
- Support the aims and ethos of the school as defined in the school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Attend team and staff meetings as appropriate, contributing actively whenever possible
- Provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- Actively contribute to the school's priorities by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Purpose of Role

- To work as a key member of the Finance Team, reporting to the Finance Manager.

Duties Specific to the Post Holder

- School trips and activities: efficient set-up and costing of school trips and other activities on a timely basis; organising transportation; ensuring all payment and income deadlines are met and are on budget; reconciliation to finance system; dealing with financial assistance requests and refunds
- Prepare and dispatch sales ledger invoices
- Calculation and administration of staff duty meals/payments
- Administration of Free School Meals

- Responding to finance related queries from stakeholders in a polite and timely manner and handling any other finance duties as directed
- Assist School Business Director and the Finance Manager with the Financial Year End as required
- Administer the Duke of Edinburgh scheme including budgeting and reconciliation
- Manage and administer the school's Private Fund Account
- Oversee and manage the school's aged debtors

Person Specification

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. Professional Accountancy Qualification or relevant school finance experience	X	
3. Intermediate ICT training in Microsoft programmes (including Excel) and Google Suite.	X	
Experience		
4. Experience of working with effective administrative and clerical systems	X	
5. Experience of school systems and procedures such as FMS. Arbor, Evolve, Parentpay.		X
6. Working with children, young people, parents and families preferably within an education context		X
7. Working as a part of a team, as well as on your own initiative	X	
Knowledge		
8. Good knowledge of financial management regulations, procedures and practices	X	
9. Demonstrate an understanding of issues linked to confidentiality	X	
Skills		
10. Ability to communicate effectively both orally and in writing	X	
11. To be highly organised with the ability to prioritise and meet deadlines	X	
12. Ability to use IT systems effectively to produce reports and record information plus a desire to develop these skills	X X	
13. Demonstrate an ability to cope with stressful/conflict situations	X	
14. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
15. The flexibility to adapt to changing workload demands and new school challenges	X X	
16. Good team working skills	X	
17. Personal commitment to continuous self-development, updating knowledge and skills where appropriate (for example, remain abreast of financial procedures and other basic skills and knowledge associated with finance.		
Personal Qualities		

18. Good role model	X	
19. Ability to relate calmly and assertively with adults and students	X	
20. Strong interpersonal skills	X	
21. Energetic, creative and imaginative approach to solving problems	X	
22. Co-operative, flexible and responsible	X	
23. Able to prioritise and work under own initiative without direct supervision	X	
24. Reliable, well organised and committed to high standards	X	
25. Accurate with a good eye for detail in a fast moving environment	X	
26. Ability to maintain confidentiality	X	