

Loving, learning and flourishing in community

## Job description - Finance Officer

**Hours:** 20 hours per week  
**Reports to:** Headteacher  
**Salary:** Grade 8. (£30,559 - £33,366 pro rata and term time only)

In all matters the post holder shall be expected to work to uphold and further the school's vision and ethos and to observe the highest levels of professionalism and confidentiality.

### Job Purpose

To have responsibility for the day-to-day management and monitoring of the school's budget and financial systems, including payroll, ensuring that funds are managed, and systems operate with the highest degree of honesty and transparency.

### Key tasks

- Manage the day-to-day operations of finance and the management of school funds.
- Manage the school budget including providing budget scenarios, providing forecasts and planning the annual school budget in consultation with the Head.
- Ensure the school's financial procedures operate in accordance with statutory guidelines, and guidelines set out in the school's policy and procedures.
- Working with other admin staff, ensure that the school makes the best possible use of resources through effective planning, including consideration of all financial implications.
- Prepare regular financial accounting reports as required by the school leadership team, the Governing Body and outside agencies as appropriate, attending meetings as required.
- Work with the Head and governors to establish priorities for expenditure and monitoring the effectiveness of spending and usage of resources to ensure value for money.
- Provide a range of statistical information as required by ODST, the Head and the Governing Body.
- Manage the school's inventory system (SMARTLOG).
- Monitor financial issues relating to school meals including the Service Level Agreement.
- Be familiar with all the different funding streams which make up the school budget and be aware of who has direct responsibility for each one.
- Provide advice and support to budget holders in relation to budgets for which they are responsible.
- Respond to Audit Reports and ensure the implementation of Audit recommendations.
- Oversee the coding of invoices with the correct expenditure code.
- Lead all aspects of the school's monthly payroll process to ensure staff are paid in a timely and accurate manner.
- Complete monthly payroll reconciliation, along with all other end of month finance tasks required.
- Record all staff absences with the staff absence insurer and on online systems.
- Advise staff on salaries, expenses, maternity and sickness procedures.
- Ensure staff returns are completed and all queries are reconciled.
- Manage all staff contracts, including changes for existing staff and those for new staff.
- Have responsibility for completing the School Workforce Census return.
- Manage the selection and monitoring of contractors and consultants, tenders and agreements, ensuring 'best value' at all times.
- Identify the need, and be responsible, for securing appropriate licences and insurance.
- Ensure effective risk management, for example, in health & safety and in the management of any third-party service contracts.
- Be responsible for the management of Health & Safety within the school in conjunction with the Site Manager, Office Manager and the Head and be aware of and respond appropriately to any health and safety issues.

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- Be responsible for all matters to do with insurance for the school and handling any claims that arise.
- Staff the front office as necessary, providing a warm welcome and answering queries from parents and members of the public.

### **The role shall require –**

- Experience of, or a relevant academic qualification, relating to school finance and payroll systems.
- Awareness of and compliance to policies and procedures relating to Health and Safety, Safeguarding and Child Protection, GDPR, confidentiality and Equal Opportunities.
- The ability to manage and prioritise workload in line with service requirements.
- High levels of professional communication, both oral and written.
- Participation in development and training opportunities.
- Appreciation for and the support of a range of other professionals.

The nature of this post will require flexibility to meet urgent work needs as they arise. This job description is not therefore intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties subject to the needs of the school and in keeping with the general profile of the post.