



St Matthew's Primary School Job Description

TITLE: Finance Officer
SCHOOL: St Matthew's Primary School
RESPONSIBLE TO: Business and Resource Manager
GRADE: L4

PURPOSE OF POST:

Provide specialist financial support to the Business Manager to support the efficient and effective running of the school.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Maintain the schools computerised financial information system and monitor the schools budget and accounts, this includes: 60%
 - Placing purchase orders for the whole school according to financial and audit regulations
 - The processing of invoices
 - Processing supplier Bacs payments
 - Dealing with supplier queries and reconciling supplier statements
 - VAT returns
 - Bank reconciliations
 - The provision of financial reports on a regular and adhoc basis,
 - Processing journals
 - Budget monitoring and analysis
 - Assist the Business Manager with the preparation of the annual budget

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| 2. | Check and monitor expenditure and commitments against set budgets maintaining accurate records of these as appropriate. | 10% |
| 3. | Undertake the preparation of banking for the school and process purchase card transaction and reconciliation of monthly statements. | 10% |
| 4. | Ensure the collection, recording and analysis of schools Parent Mail payments are maintained, providing analysis as required. Ensure that all Financial Regulations, VAT and Audit requirements are fully complied with. | 10% |
| 5. | Working with the IT Manager and Site Team maintain equipment registers. Providing financial and administrative support to the Head teacher, Senior Leadership Team and Business Manager when required. | 5% |
| 6. | Support the wider office through answering phones, managing visitors to the school and any other duties that arise. | 5% |

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: Office equipment

Other: Safeguarding children

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided where necessary.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell or when following care plans.

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended

in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience in a financial administration role.	1,2		
	Demonstrable experience of using IT for financial procedures.	1,2		
Skills/Abilities	Able to use word processing, spreadsheets, database packages and email.	1,2	Able to use Microsoft Office suite, e.g. Word, Excel.	1,2
	Able to accurately monitor budgets perform percentage calculations and balance accounts, analyse, interpret and reconcile financial data.	1,2		
	Able to communicate effectively with colleagues and external contacts.	1,2		
	Able to exercise initiative and judgement within defined procedures.	1,2		
	Able to plan and prioritise work tasks to meet deadlines.	1,2		
	Able to write straightforward letters and read instructions.	1,2		
Competencies				

Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		
Specialist Knowledge	Knowledge of relevant IT systems including word processing and financial packages.	1,2	Some knowledge of the SIMS systems & HCSS	1,2
Education and Training	Relevant qualification or equivalent and willingness to undertake further relevant training.	1,2,4	Recognised financial qualification or equivalent experience	1,2,4
Other Requirements	Willing to adjust working arrangements to meet day-to-day service demands.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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