



**JOB TITLE:** **FINANCE OFFICER**

**GRADE:** Scale E (points 7-11)

**HOURS:** 20 hours a week; Term time plus 2 weeks

**RESPONSIBLE TO:** Trust Finance Manager & Headteacher

**Effective Start Date:** ASAP

## **1. Role and Context**

### **Job Purpose**

- 1.1 To provide a high standard of financial, administrative and clerical support to the schools and to assist with the day-to-day running of the operations and financial requirements of St Augustine's Catholic Primary School.
- 1.2 **To assist with the:**
  - Management and control of the school's financial resources.
  - Planning, allocating and using financial resources satisfying the requirements of accountability and financial control.
  - School-related Payroll and HR matters.

## **2. Job family: Administration**

- 2.1 Liaises directly with the Multi Academy Trust's central finance department and external providers of services (e.g. Contract Management, HR or Payroll).

## **3. Principal Accountabilities**

- 3.1 Assist the Headteacher with planning, allocating and use of financial resources in a manner that satisfies the requirements of accountability and financial control.
- 3.2 Complete, update and submit staffing records and returns, such as:
  - supply cover, absence, occupational health referrals and insurance claims.
  - administration of employment contracts and maintain employee records
  - place job adverts and assist with recruitment admin,
  - Provide periodic absence and employee relations data to the Trust HR team,
  - handle all matters relating to staff payroll including review payroll reports and resolving queries.



- Manage the paperwork for student placements and apprentices.
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- 3.3 Maintain and manage the collation and submission of data for the school census and single central record.
  - 3.4 Prepare with the Headteacher draft budgets and reports for school and MAT management and / or leadership team / Governors.
  - 3.5 Responsible for the purchase and sales ledger, and banking transactions including the following:
    - raising orders for goods, supplies and services;
    - source items and obtain quotes.
    - manage the purchase of larger items such as photocopiers and telephones
    - producing open commitment reports
    - ensuring that all payments are properly approved
    - maintaining all data records relating to income and expenditure
    - collection of dinner monies and completion of all catering returns for school meals and free school meals, including dinner registers
    - collection of trip monies and completion of activities accounts.
    - accounting for all expenditure
    - accounting for and banking all income.
  - 3.6 Ensure that the central finance system is maintained and used to record all financial and accounting data.
  - 3.7 Ensure routine checking of all properly authorised expenditure for accuracy, to safeguard against error.
  - 3.8 Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification, cost or timescales.
  - 3.9 Ensure that contracts are managed well by monitoring and reviewing them regularly alongside the Headteacher.
  - 3.10 Maintain an inventory of assets including acquisition and disposal of assets.
  - 3.11 Monitoring alongside the Headteacher commentary of centrally produced monthly management accounts.
  - 3.12 Maintain current awareness of relevant support service procedures.
  - 3.13 Provide, as directed, administrative support appropriate to the needs of the school.
  - 3.14 To undertake any other duties that are within the grade and scope of the post as determined by the manager/supervisor.
  - 3.15 To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Multi Academy Trust.



## 4 PERSON SPECIFICATION

This should describe the qualifications, experience, skills and knowledge, which are essential to do the job to a fully competent level.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                     | Assessment                                                                           |                           |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------|
| <b>Experience</b>                  | <p>Experience of administrative / clerical work in a school or organisation.</p> <p>Good experience of maintaining computerised records and systems</p> <p>Experience of working in a finance capacity within a school/organisation</p>                                                                                                                                                                                             | <p>Essential</p> <p>Highly desirable</p> <p>Desirable</p>                            | App form and/or interview |
| <b>Qualifications and Training</b> | <p>NVQ 2/3 or equivalent qualification or experience in relevant discipline.</p> <p>Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English</p> <p>Good working knowledge and school financial procedures, and the ability to adhere to these</p> <p>ICT literate with excellent keyboard skills and requires a good working knowledge of Microsoft Excel</p>                                                      | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>                  | App form                  |
| <b>Knowledge and Skills</b>        | <p>Able to work as a member of a team dedicated to delivering comprehensive support services.</p> <p>Able to contribute effectively to deliver services in a manner that complies with regulatory requirements.</p> <p>Good knowledge of relevant policies / standards / regulatory matters.</p> <p>Able to organise own workload in the context of varied tasks</p> <p>Able to relate to and assist school staff at all levels</p> | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> | App form and/or interview |



|                            |                                                     |           |                           |
|----------------------------|-----------------------------------------------------|-----------|---------------------------|
|                            | Ability to travel to other schools within the Trust | Essential |                           |
| <b>Personal Attributes</b> | Able to work calmly under pressure                  | Essential | App form and/or interview |
|                            | Commitment to the Catholic Ethos of the Trust       | Desirable |                           |
|                            | Enthusiasm                                          | Essential |                           |
|                            | Honest, reliable                                    | Essential |                           |
|                            | Attention to detail                                 | Essential |                           |