

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## JOB DETAILS

Job title: Finance Officer

Directorate: The Garden School

Reporting to: Executive Head (Professional delivery) & School Operations Support Manager

Grade: Scale PO1

Hours: 36 hours per week, term time only 39 weeks plus 10 days. (0830-16.12 Mon- Fri)

## Job Description

### **Purpose of the post:**

- To manage and maintain systems to facilitate effective financial operations and controls
- To maintain the school's financial systems and accounts
- To produce financial monitoring, budgeting and forecast reports

### **Main duties and responsibilities:**

- Maintain the school's financial and accountancy systems including school compliance with financial regulations
- In conjunction with the Executive Headteacher, prepare the annual budget and three year forecasts
- Prepare regular expenditure statements of accounts
- Ensure timely production and issue of financial reports and returns as required by the LEA.
- Be responsible for the school's accounting procedures, including arrangement of audits, and controlling petty cash, cashflow, year end
- Administer payroll
- Be responsible for the receipt, safekeeping and banking of all monies received by the school.
- Manage income from premises lettings to outside bodies.

### **General requirements:**

- To undertake additional or other duties as directed and deemed appropriate To attend meetings as and when required.
- To produce reports for Governors and Senior Leadership Team.
- Maintaining a high degree of confidentiality with regard to issues concerning members of staff and pupils. To respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- The successful applicant must promote and safeguard the welfare of children, young and vulnerable people.



# Job Description and Person Specification

- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.



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## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
1. A recognised qualification in financial operations or management or equivalent experience	✓	
<b>Experience</b>		
2. Budget monitoring and account reconciliation and transactional financial operations	✓	
3. Producing standard financial reports.	✓	
<b>Knowledge</b>		
4. Operational financial transactions	✓	
5. Budget management and accounting.	✓	
6. School finance		✓
7. Computer applications especially financial accounting and management systems.	✓	
<b>Skills</b>		
. Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
Ability to maintain effective systems.	✓	
Production of accurate records and reports.	✓	
Ability to build effective working relationships with a wide variety of individuals.	✓	
Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.	✓	
Ability to identify work priorities and manage own workload to meet deadlines	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	