

# 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:	Daubeney, Sebright, Lauriston Federation
Reporting to:	Business Manager
Grade:	Scale 6

## Job description

Purpose of the post:	<ul style="list-style-type: none"><li>To administer and prepare all school accounts and to assist in the preparation of budgets. To provide support to the Business Manager in all financial and administrative functions.</li></ul>
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Main duties and responsibilities:

### Finance:

- Administer the school budget on the school's local management system. Undertake regular reconciliation of FMS accounts.
- Monitor expenditure and process invoices for payment. Raise and authorise payments to suppliers.
- Bank all school income, ensure all income is accurately accounted for and receipts given for cash.
- Administer the petty cash account.
- Maintain records for audit and prepare for audit visits.
- Support the Business Manager in the preparation of budgets.
- Assist the Business Manager with the preparation of reports for the Governing Body.
- Maintain the school's financial and accountancy systems.
- Co-ordinate the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors.
- Attend finance and staffing committee meetings to provide information as required including annual budget statements, CFR Return, financial summaries and the statement of internal control.
- Monitor the weekly/monthly expenditure and advise the Business Manager/finance committee of possible over and under spending whilst providing options for varying expenditure.
- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.

- Preparing and maintaining reports, records and accounts as required in conjunction with the school's computerised accounting systems.
- Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Maintain the asset register and inventory.
- Sort, distribute and action finance-related school post as necessary.
- Devise and maintain efficient and up to date finance filing systems.

### **Administration:**

- Liaise with the Business Manager relating to work to be undertaken by the office.
- Attend meetings on issues as and when required
- Deal with front line enquiries from staff, students, parents and other agencies.
- Ensure that visitors from the school are welcomed in a polite, friendly and professional manner.
- Provide refreshments for visitors as appropriate.
- Operate the telephone system, direct calls to the Executive Headteacher and other staff as appropriate and the taking and passing on of accurate messages.
- Undertake photocopying, filing and general office duties.
- Assist in general and office and front line/reception duties as and when required.
- Support SLT & SMT members for admin and organisational duties as required.

### **Other:**

- Self review and critique all systems and processes associated with the role and to work alongside the Business Manager to improve and develop systems and processes where appropriate.
- Be responsible for own career development and undertake training as appropriate for the further development of the post.

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.

### **General requirements:**

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title: Finance Officer

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. A recognised qualification in financial management or equivalent.	✓	
<b>Experience</b>		
2. Some experience of budget monitoring and account reconciliation.	✓	
3. Experience of producing standard financial reports.	✓	
4. Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	✓	
<b>Knowledge</b>		
5. A basic knowledge of the financial workings of a school.	✓	
6. Some knowledge of budget management and accounting techniques.	✓	
<b>Skills</b>		
7. Knowledge of, or willingness to learn, a range of computer applications including financial management systems.	✓	
8. Ability to work in an organised and methodical manner.	✓	
9. Ability to maintain efficient record keeping systems.	✓	
10. Ability to assist with the production of accurate records and reports as required.	✓	
11. Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.	✓	
12. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
13. Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	