

# 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

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Job title: Finance/HR Officer

Directorate: The Viridis Schools – Federation of Orchard, Southwold & Hoxton Garden

Reporting to: Federation Business Manager/ Executive Headteacher

Grade: SC5

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## Job description

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- Purpose of the post:
- To provide financial and personnel support to the Business Manager & Executive Headteacher across the Schools' Federation.
  - To be responsible to the Business Manager & Executive Headteacher for the effective and efficient management of financial systems within the school and assist with the supervision of Finance Assistant.
  - To be responsible to the Business Manager & Executive Headteacher for the development and maintenance of financial, personnel systems within the school
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Main duties and responsibilities:

### **Finance**

- Maintain the school's financial and accountancy systems for the school where sited.
- Ensure timely entering of all financial data on FMS to enable production of financial reports and returns as required by the LA.
- Be responsible for implementing the school's accounting procedures as directed; assist with the arrangement and participate during the Federation Internal Audits.
- Ensure all purchase of goods and supplies are placed, accept delivery and process appropriate paperwork.
- Be responsible for the receipt, safekeeping and banking of all monies received by the school.
- Place requisitions, process order, reconcile invoices with supplies and services ordered.
- Maintain adequate supplies of resources.
- Assist in preparing biweekly BACS and Chq payments for the Federation including bank uploading and authorisation by Executive Headteacher as appropriate.
- Reconcile credit card, petty cash and income monthly including childcare vouchers, Online payments and PDQ payments for two schools.
- Input budget on FMS & ensure all transactions are backed up by necessary paperwork.

### **HR Management**

- Assist with the recruitment process by preparing information packs, requesting references. Meet with successful candidates to ensure all paperwork is completed prior to employment.
- Communicate to payroll new contracts, contract changes and end of contracts.
- Prepare and issue all contracts to staff for Business Manager and Headteacher approval.
- Liaise with the payroll provider regarding the administration of overtime claims.
- Prepare statistical returns e.g. monthly and yearly staff absence reports for payroll and SLT.
- Maintain all personnel files (physical and SIMS) and make sure they are up to date
- Maintain both the SCR and safeguarding file. Ensure these are up to date. Chase DBS checks and staff training when applicable - ready for Business Manager and Headteacher to check and sign.
- Maintain appropriate personnel records on SIMS and produce yearly Staff Census as required by the LA.

### **Main Office Tasks**

- Undertake Breakfast Club tasks in main office in the morning – ie: taking payments and logging on system.
- Log in absence calls and dealing with parents requests
- Help with all around main office tasks as and when needed – e.g. cover for staff absence.

This is a description of the main duties and responsibilities of the post on 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 taking responsibility for identification of learning, development and training of self.
- 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/HR Officer
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Relevant accounting or finance qualification.		✓
2. GCSE – English and Maths	✓	
<b>Experience</b>		
3. Experience of finance and administration in a similar public sector environment.	✓	
4. Experience to supervise staff.		✓
5. Developing and maintaining manual and computerised finance systems	✓	
6. Experience of school/college finance systems.	✓	
7. Monitoring accurate and up to date records.	✓	
8. Handling cash and recording financial transactions.	✓	
9. Processing orders, invoices and accounts for payment.	✓	
10. Experience of HR systems and staff record keeping.	✓	
<b>Knowledge</b>		
11. A sound knowledge of school financial systems and accounting procedure	✓	
12. Up to date knowledge of local government finance.	✓	
13. Well developed IT expertise, including spreadsheets and a working knowledge of local authority computerised financial systems such as SIMS ad FMS.	✓	
14. Familiarity with Human Resources systems and personnel databases.	✓	
<b>Skills</b>		
15. Ability to set and work to agreed targets and under pressure.	✓	
16. Ability to communicate effectively with persons at all levels.	✓	
17. Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.	✓	
18. Ability to organise own tasks with minimum supervision.	✓	