

# Finance and HR Officer Job Description

**Scale/Salary**

Hours of duty: 21 hours per week

Salary NJC Scale 18-20 Actual Annual Salary £16,496.97 - £17,014.05

Start date: September 2024

Responsible to: Headteacher

**Core Purpose**

To carry out the day-to-day finance and HR administration

**Leadership**

Reporting directly to the headteacher,

* Promote a culture of team work, in which views of all members of the school community are valued and taken into account.
* Demonstrate high standards of loyalty, discretion and professionalism.
* Ensure the effective and efficient operation of the school finances.
* Ensure the effective and efficient operation of the admin team, delegating tasks to office staff where appropriate.

**Management and Administration**

To be responsible for:

* Development and monitoring of management information systems (Integris), online payment system (School Money), Financial Management System (Civica Resource), pupil census, workforce census, etc., and ensuring support staff are trained in the use of these systems.
* Have an overview of the Single Central Register.
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.

**Finance and Accountancy**

To be responsible for:

* All financial procedures and processes, ensuring their effectiveness and compliance with national and local financial regulations and requirements e.g., CFR Return.
* The management and efficient operation of the school’s accounting function

ensuring prescribed deadlines and requirements are met.

* Overseeing the spending of the budget, ensuring this remains in line with the approved budget plan.
* Liaise with Finance consultant for budget setting and budget monitoring of income and expenditure for the different levels of reporting required.
* Managing external agencies’ delivery of services to the school, including the preparation, placing and monitoring of all service level agreements and contracts, ensuring improved service, value for money, and fitness for purpose.
* Overseeing the accurate placement and receipt of orders and paying of invoices ensuring the use of correct CFR codes
* Using the school’s accounting software, to be responsible for the accurate recording of transactions relating to the control ledger, accounts receivable and accounts payable and bank account reconciliations
* Manage an efficient procurement process and highlight areas for attention and opportunities for better value
* To maintain accurate paper and electronic accounting records relating to own areas of operation in line with external audit requirements
* To maintain accurate records of the school income and expenditure, in liaison with the Schools Finance team and submit end month reports.
* Ensure that schools fund is updated
* To assist in any other finance as required by the line manager
* Carry out Year End returns
* To be aware and comply with the requirements of the School’s Finance Procedures, and school purchasing policy
* Being conversant with the general principles of taxation applicable to schools and advise the headteacher as appropriate.
* Preparing the school’s accounts for audit, ensuring all previous audit recommendations have been implemented.
* With guidance, preparing and completing, annually, the DFE’s schools’ financial value standard, within the timescales imposed by audit.
* Manage early years funding – Ensure all parents forms are submitted for funding

**Personnel and Recruitment**

To be responsible for :

* All personnel procedures and processes, including recruitment, interview, appointment, induction, personnel records, performance reviews, professional development, sickness, Absence claims, leave of absence, maternity, flexible working, redundancy, disciplinary and grievances, ensuring their effectiveness and compliance with national, local and school regulations and requirements.
* Carry out all operational aspects of the school’s outsourced HR and payroll services**,** ensuring all salaries are accurate, additional/overtime payments are made, contract changes are actioned and payroll queries from staff are dealt with timely and that the systems operate efficiently.
* The implementation of all regulations relating to staff in compliance with current legislation, including employment protection, equal pay, data protection act, working time directive, and varying terms and conditions of service.
* Ensuring staff and governors selected to attend recruitment interview panels obtain Safer Recruitment training.
* Carry out all safer recruitment checks for new staff and process DBS
* Update the Single Central Record with information relating to all staff and regular visitors, contractors and students without gaps
* Ensure confidential staff records are maintained securely and an effective and efficient system is in place to support staff queries.
* To update the Integris with staff details and staff files as required, including the leavers’.
* Complete and submit the School Census and the Work Force Census

**General**

To be responsible for:

* Supporting and complying with the vision, mission and aims of our school, the “Home-School Agreement”, and all school policies / documents relating to equal opportunities and inclusion.
* Supporting, upholding and contributing to the development of the school’s policies and procedures, actively implementing these polices.
* Undertaking all duties without unlawful discrimination and with due regard to the LA’s diversity and equality in employment and service delivery policies
* Developing oneself through training and knowledge.

These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the foregoing job description. From time-to-time, the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.