



Job Description

Job Title	Finance Officer
Working Hours:	35 hours per week, term-time only
Department:	Administration
School:	John Perry Primary School
Reports to:	School Business Manager (SBM)
Scale	Scale 5 - 6
Responsible for:	N/A
Number of Posts Supervised/Managed:	N/A

1. Purpose of the Job:

- Assist the SBM with the responsibilities of the operation and delivery of Finance & Resources, Human Resources, Administration and all matters within the management of the school which are supportive to the school.
- Support the SBM to ensure the most effective use of resources.
- Promote the highest standards of business ethos.

2. Main Activities:

Finance & Resources Management

- Support the SBM with budget planning and monitoring for the school.
- Provide support to the SBM with regards to the Financial Management systems (Arbor Finance) used within the school.
- Assist the SBM with formulating, monitoring, implementing and reviewing the school's Financial Management and Procedures Policy regularly.
- Assist with the administration of audit procedures.
- Support the SBM in ensuring that all procurement operates within the principles of best value and ensuring value for money.
- Support the SBM in the preparation of the annual budget i.e. estimates of income and expenditure.
- Assist with monitoring accounts against budgets.
- Assist with the preparation of regular management accounts for budget holders.
- Provide support to the SBM when using financial management information, in particular benchmarking tools to identify areas of relative spend and to assess trends.
- In liaison with the SBM assist with the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- In liaison with the SBM, assist with all accounting procedures. Monitor and resolve any problems, including:
 - Ordering, processing and payment for all goods and services provided to the school.



Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.

- Assist the SBM with the preparation of all financial returns for the Department of Education, Local Authority and other central, and local government agencies within statutory deadlines. This includes:
 - Capital & Leases
 - Quarter returns
 - Year End
- Support the SBM in maximising income generation within the ethos of the school.
- Provide assistance to the SBM with regards to grant applications, gifts and other donations.
- Have responsibility for the receipt, recording, safekeeping and banking of all monies received by the school.
- Administer school fund and ensure LA and schools regulations are adhered to.
- Processing of financial month end and budget monitoring reports
- To assist with the annual Asset Audit

Human Resources

- Ensure all checks and codes for claims forms for salary/ wage payments are correct
- Process all overtime claims including all relief staff and extra hours for permanent staff, ensuring payment is on time.
- Booking of Agency staff and induct them on arrival
- Assist with the following:
 - Sickness/ absence recording & reporting
 - Recruitment process of new staff
 - Amendment of any details of existing staff
 - Induction of new starter
 - Process for starters and leavers

Administration Management

In liaison with the School Business Manager and Data Administration Assistant, develop and maintain the school's management information system (MIS) which is Arbor.

- Support the SBM with the administrative functions within the school, including the administrative ICT facilities, school reception, school offices, reprographics, records and telephones and any associated training of new staff as required.
- Assist the SBM in obtaining the necessary licences and permissions, and ensuring their relevance and timeliness.

Administration and School Reception

- Deal with enquiries/visitors to the School Reception/Office from parents, pupils and the general public while providing a courteous welcome to all visitors.
- Ensure that all visitors to the school have signed in and are issued with a visitor badge.
- Answer all telephone calls from parents and the general public in a polite and friendly manner, answering general queries and attempting to resolve any complaints.
- Respond to all e-mails in a professional manner, attempting to resolve enquiries as quickly as possible.
- Compose routine letters.
- Word process letters, reports, agendas, minutes of meetings, exclusions, accident forms, referrals etc.
- Use Word, Excel, the school e-mail system and Management Information Systems (MIS) as appropriate.



- Update and maintain Arbor (MIS) as necessary.
- Keep accurate, up-to-date records.
- File and retrieve documents as appropriate, including pupil files and relevant documentation.
- Keep records of Business Interest Forms and update on an annual basis as required.
- Assist with proof reading and the collation of reports and documents as required.
- Assist with photocopying documents.
- Sort and distribute incoming mail, and stamp/sort outgoing mail, weigh mail, deal with certificates of posting.
- Assist with the administration of Groupcall messenger and Xpressions as required.
- Assist with the administration of ParentPay and the resolution of any queries that may arise.
- Issue meal passes, ensuring that monies for payment are received and recorded.
- Update the Free School Meals Register regularly and assist with queries, chasing up dinner money debts etc. as required.
- Assist with the administration of school educational visits as required.
- Assist with the organisation of whole school events.
- Co-ordinate arrangements for sick children and those requiring First Aid, and where First Aid trained, attend to those requiring First Aid.

4. Statutory Requirements:

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.

5. General Accountabilities and Responsibilities:

- Undertakes a proactive, committed approach towards the Best Value ethos.
- Ensure compliance with and actively promote Health and Safety at work legislation, H&S policies and procedures.
- Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.