

FINANCE OFFICER GRADE 8

Salary scale	Grade 8 Level 18	Post details	Permanent 15 hours per week
Closing Date	Tuesday 17 th June 2025	Interview date	Tuesday 24 th June 2025
Start date	As soon as possible	Accountable to	Headteacher

Administration and organisation

To provide quality financial advice and support for the effective monitoring of the School's budget in accordance with the prescribed financial regulations. To be responsible for undertaking administrative and organisational processes within the school along with assisting with the planning and development of support services. –

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Job Description

Financial Role

Develop and maintain effective budgetary control processes by:

- Advising school staff with financial responsibilities and senior managers (e.g. headteachers and governors), and, where necessary, using negotiating skills to influence decisions on potential problem areas and providing guidance on the best way of maximising the use of financial resources to meet the school's needs.
- In conjunction with senior managers, ensuring financial resources are optimised and utilised for best outcomes.
- Ensuring senior managers are provided with accurate, timely and relevant monitoring information including analysis of trends and projected expenditure.
- Supporting schools with regular budget monitoring in accordance with corporate requirements, identifying and reporting concerns to senior staff
- Advise and support school finance staff and senior managers with preparation of budgets, completion of statutory returns in order to meet legislative requirements, corporate accounting standards and timescales
- Assist senior managers with analysing resource requirements in the areas of admin and finance support staff
- Ensure all requirements of corporate financial regulations and the scheme for financing schools are complied with. Where cases of non-compliance are identified liaise with senior staff
- Monitor and support financial returns submitted
- Undertake the administration of HR and Payroll systems
- Support and manage parental payments e.g. school lunches
- Provide regular budget monitoring, identifying and reporting concerns to senior staff
- Preparation of budgets, completion of statutory returns to meet legislative requirements in line with corporate accounting standards and timescales.

Wider roles within the office

Organisation

- Deal with reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Support with the organisation of school trips/events etc.
- Supervise, train and develop staff as appropriate

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and IT based tasks
- Provide personal, administrative and organisational support to staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of procedures e.g. Schools Central record
- Complete and submit forms, returns etc., including those to outside agencies e.g. DfES

Resources

- Operate relevant equipment/ ICT packages
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises

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Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals and the wider community
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Person specification – Office Manager

Category	Selection Criteria: Essential	Selection Criteria: Desirable
Qualifications/Training	<ul style="list-style-type: none"> • AAR level 3 (and member of AATQB) or appropriate qualification with significant relevant experience (e.g. schools finance experience) • Very good literacy skills • Able to manage and control work to professional and quality standards within budgetary deadlines • Influencing and negotiation skills 	<ul style="list-style-type: none"> • Significant relevant experience (e.g. schools finance experience) • First Aid training
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experienced in the use of spreadsheets and word processing software • Able to use financial systems to extract relevant information • Literate and articulate with excellent interpersonal skills • Willing to develop personally and professionally, with evidence of continuous training and development • Clear understanding of customer care and commitment to quality service provision 	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
School Ethos	<ul style="list-style-type: none"> • To uphold the Christian ethos of the school • To uphold the Growth Mindset ethos of the school 	

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Relationships	<ul style="list-style-type: none">• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Ability to relate well to children and adults	
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