



JOB DESCRIPTION

Finance Officer

Current Job Holder:	
Grade:	Grade 13 point 6-11
School:	Catcott Primary School
Job Title:	Finance Officer
Reports To:	Headteacher
MAIN PURPOSE OF THE JOB:	
Provide an efficient administration of the policies and procedures (primarily but not exclusively) of the Finance Function. Maintain accurate computer records, accounts. Provide accurate financial reports for other/senior management for approval or information.	
MAIN RESPONSIBILITIES AND DUTIES:	
<p>Main Responsibilities</p> <ol style="list-style-type: none"> 1. All daily/monthly and yearly financial operations of the school including reconciliations. 2. Operating the school purchasing credit card. 3. To provide the school governors with comprehensive reports for the full governing body meetings. 4. In conjunction with Somerset Council produce the annual school budget. 5. Administration of the online payment platform for parents. 6. Apply for grants and source extra funding. 7. Arrange and maintain all contracts for the school. <p>Finance</p> <ul style="list-style-type: none"> - Verify and record all income received and issue receipts as appropriate - Manage all trips, meals, clubs, swimming lessons and excursions on the school parent payment system - Resource stock checking and ordering in a cost-effective manner as necessary, including the annual delivery - Collate order paperwork and process for authorisation, raise all orders on FMS, record all received goods against requisition forms alongside order originator if applicable, distribute orders - Payment of invoices and services as authorised and following up queries as necessary - Prepare the BACS run for central authorisation - Bank any non-invoiced income - Process and record school credit card transactions - Manage lettings including charging - File all hard copy and electronic paperwork in a timely manner - Produce budget reports as requested by the Headteacher - Attend appropriate IT training and termly ADL meetings <p>SIMS</p> <ul style="list-style-type: none"> - Maintain SIMS and relevant paperwork related to staff records 	

- Create reports from SIMS and assist the Headteacher in the interpretation and analysis of the information
- Complete statutory and non-statutory returns such as CENSUS returns, staff data collection sheets etc where they relate to staff

Recruitment

- Aligned to Somerset Council procedures, documents and guidance, the administration of recruitment procedures for new staff including production of standard information packs, distribution and receipt of application forms, organisation of interviews and sending offer letters
- Contribute to the starter checklists and inductions

Human Resources

- Prepare, record and maintain staff absence records including issuing and recording staff sick forms on SIMS and in staff files
- Administration of occupational health provider forms and requests for support
- Update and maintain hard copy personnel files
- Arrange and manage the annual flu vaccine for staff
- Liaise with Somerset Council where necessary

Payroll

- Process contract changes on SIMS when required and produce reports
- Collate all payroll related forms in preparation for the load files
- Update SIMS personnel and FMS with changes to salaries eg pay awards
- Prepare costing reports for the Headteacher

Safeguarding

- Maintain a regular and clear understanding of the Single Central Register, training records and DBS clearance record systems (staff and governors).

Other tasks

- Welcome and direct visitors to the school and answer the telephone. Take messages (in all forms) and resolve queries when covering reception
- Maintain filing systems, undertake photo copying, collate reports, keep stocks of all forms related to finance
- Provide a professional, welcoming and friendly point of contact and information service for all stakeholders related to finance
- Undertake other related tasks at other times such as covering for colleagues in the case of absence
- Manage email accounts, system access, SIMS accounts etc for staff
- Process and report upon training requests and subsequent evaluations including all safeguarding requirements (Basic Awareness, Prevent and Online Safety checks) for staff/governors/volunteers
- Request quotes, process requests for coach costs and bookings for school visits
- Maintain the equipment and asset registers adding regular updates and a final yearly audit under the direction of the Headteacher

Undertake a range of other administrative and financial procedures and duties as required by the Headteacher.

Supporting Processes

Exercises discretion and initiative to ensure smooth operation, whilst working within agreed

procedures. Deals with changing and conflicting deadlines, both internal and external to the school with frequent interruptions to work. Deals with parents and the other members of the public.

Decision Making

The job holder is expected to resolve routine problems, but must seek guidance for anything unusual or difficult. Decisions have a limited and short-term effect on employees beyond immediate colleagues or on the public. Effects of decisions would be relatively quickly known and readily amended if necessary.

Physical Effort and Working Conditions:

Frequent use of VDU within health and safety guidelines.
Very busy and sometimes noisy school office environment.

Contacts and Relationships:

Staff, pupils, parents, LA staff, press, governors, general public, PFA, contractors, outside agencies etc providing information, advice and guidance, across the range of administrative duties in some cases about confidential matters.

A positive and collegiate working relationship with other office colleagues without a line management requirement

Additional information:

Total confidentiality is required. Information about children or adults at the school must never be passed on at any time. Where a child may be at risk this information may be divulged to the Headteacher so that they can take appropriate action. The job is normally subject to interruption. The 'main duties and responsibilities' describes a collection of activities forming an identifiable area of work. Interruptions may lead to a subsequent change of direction. Conflicting priorities/resource needs can be resolved by jobholder but advice is available from the Headteacher.

Knowledge, Skills and Experience

Aptitude for ICT including use of SIMS and a high level of word processing skills. Preferred level of education equivalent to 5 A-C GCSE's. Experience in a general office environment. Adaptability, excellent communication skills, interpersonal skills, tact and diplomacy, prioritisation, organisational skills, clear thinker, flexibility, confidentiality, initiative, computer literate, completer/finisher. Ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder		Date	
Line Manager	Headteacher Laura Constanza	Date	
Designated Senior Manager	Headteacher Laura Constanza	Date	

AG0249	<p>Includes</p> <p>Office Manager/PA to Headteacher/ Finance Officer/Admin Officer</p> <p>NB - This level would also include a number of differing job titles around the same group of job responsibilities although the precise combination can vary considerably.</p>	Grade 13 Points 6-11	<p>Reports to Headteacher Office Manager/PA to Headteacher/ Admin Officer.</p> <p>Provide a comprehensive and confidential financial and administrative support to the Headteacher, and possible supervision of a team within the administration, receptionist, library or welfare etc field of activity.</p> <p>May also include the Clerk to Governors responsibility.</p> <p>Finance Officer Provide an efficient administration of the policies and procedures (primarily but not exclusively) of the Finance Function. Maintain accurate computer records, accounts. Provide accurate financial reports for other/senior management for approval or information.</p> <p>Jobs at this level May have a supervision responsibility for others work (possibly a small clerical team or day to day deployment of cleaners), would work within described procedures, but needs to deal with regular day to day problems, which will involve giving advice and guidance and/or assistance. Correct decisions will be from a range of established alternatives relating to their work, and which will have a longer-term effect on the operation of the school. Regularly redefine own and possibly others' priorities in order to achieve deadlines in place. Require a good standard of practical experience gained from several years experience in area of activity to be applied to a range of more involved tasks in an area of activity.</p>
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